



Asia Masters Center

Advanced Selection, Interviewing And Recruitment Skills





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Course Objective

- Have mastered the new recruitment process and be able to explain it to others
- Be able to write recruitment criteria and precise score able interview questions
- Know and be able to explain to others the value of using different types of testing
- Have used a personality profile and be able to explain to others there value for recruiting and development
- Be able to decode different types of body language, specifically when people are not telling the truth
- Have practiced interviewing to ensure the theory is put into practice and be able immediately upon returning to work to carry out or lead a professional interview

Target Audience

- Human Resources managers and senior professionals, specialists, team leaders, and business partners in the function who seek to broaden their knowledge and improve their skills in the key functions of HR as well as those who are responsible for evaluating HR and its effectiveness in the organization. The course is also suitable for those employees who are targeted for development or promotion within the HR function.



Course Outline

➤ DAY 1

- Understand Recruitment Separating Fact from Fiction
- Course objectives and introductions
- The real cost of interviewing to the organization
- First series of interviews
- Self-assessment of your current interviewing skills
- Completing the Personality profile
- Fact vs. fiction about interviewing
- Introduction to the recruitment process map

➤ DAY 2

- Mastering the Process
- Understand the job and the importance of the job description and criteria
- Writing key criteria
- How to write interview questions based on Criteria– understanding criteria
- How many questions do you need?
- Work needed to write the job advert
- Writing an advert to attract “winners not losers”
- How to write your interview questions



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➤ DAY 3

- Testing, Personality Profiling and References
- Shortlisting – a new approach to save time
- The history of testing
- Occupational ability testing – what's new
- Ability testing – the DIY approach
- Semi medical tests – e.g. Colour blindness – practical demonstration
- The growth of mental illness and the impact on recruitment – the latest figures
- How Assessment centres work and their increasing use today
- Personality profiling – Why we use it and what profilers are the best
- The importance of references
- Review and discussion

➤ DAY 4

- Finalizing Pre-written Questions, Room Set-up and Arrangements and Understanding the Vital Role of Body Language
- Procedure for starting every interview
- Finalizing your Interview questions – writing scene setters
- Refining knowledge based questions
- How to use probing questions
- How to score and who does the scoring
- Pr-interview administration, from making all the arrangement including room set up to understanding body language and correctly decoding it



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- DAY 5
- Practice and Practice
- Recap of the steps so far
- Putting the interview process into action
- Time table of the interviewing for the day
- The interview
- Role allocations for interview
- Review of interview and individual feedback

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.



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Price (USD)

Communicate with the training department
to know the participation fees

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null