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Talent Acquisition and Pre-employment Testing

Course Overview

Acquiring new talent is often time-consuming and resource-draining. Pre-employment testing and assessment is one of the most objective ways of predicting job performance and company fit. It consists in the use of tests and questionnaires to assess candidates in terms of a wide range of aspects such as cognitive ability, critical thinking skills, personality, preferences and motivation, among many others.

This workshop is highly interactive and is specially designed to teach you how to seek the most talented employees who, not only can fit the immediate bill but also have the drive, initiative and potential to contribute to the company's competitiveness and long-term future.

Course Outline

- Develop the competencies required to work effectively by Star employees
 - Understanding different competency levels
 - Learning how competency models are structured
 - Competency-based Job analysis.
- Manpower Planning and Forecasting
 - Trend analysis
 - Ratio analysis
 - Scatter plot analysis
- Recruitment (Sourcing)
 - Internal Recruitment
 - External Recruitment
 - Outsourcing
- CV Screening and Pre-employment Testing
 - Social / behavioral style assessment
 - Career interest assessment
 - Managerial style assessment
 - Psychometric assessment
 - Aptitude and cognitive ability tests
- Before the Interview: Preparing for Competency-based Structured Interviews
 - Developing competency based questions
 - Avoiding leading and commonly asked questions
 - Preparing benchmark answers

- During the Interview: Conducting Competency-based Interviews
 - o Building rapport with the interviewees
 - o Using different behavior-based questions to assess and evaluate the required level of competencies
 - o Listening to the interviewees' voice and understanding their body language clues (Non- verbal Clues)
 - o Taking notes which enables fair and coherent evaluation
- After the Interview: Closing and Evaluation
 - o Learning how to professionally close the interview
 - o Evaluating and assessing the appropriateness of the candidate to the required job.

Training Methodology

- A balanced use of mini lectures, cases studies, role plays and group discussions.
- Participants would be given opportunities to prepare and perform interviews using realistic scenarios.

Learning Objectives:

Upon completion of this course, participants will be able to:

- Understand the interplay between various aspects of talent acquisition, retention and development of talent.
- Structure competency models and matrices based upon your organization's mission, vision, and core values.
- Select the pre-employment tests that are valid, reliable and job-related
- Decide which pre-employment assessment tool to use with which job
- Develop behavior-based and situation-based interview questions derived from job analysis data and conduct a professional interview.
- Ask interview questions that are behaviorally anchored and focused on personfit and job-fit skills, both of which are important for successful adaptation and effective performance on the job.
- Observe the interviewees' non-verbal signs (body language and voice)
- Learn how to take short, useful notes during the interview
- Avoid the common interviewing pitfalls and selection errors

Who Should Attend

- This workshop is suitable for Line Managers and Executives, HR Managers, Talent Acquisition Managers, and other individuals who are likely involved in the selection process and are keen to harness their interviewing skills.
- Our content is specially designed to provide step-by-step practical guide on how to effectively use the pre-employment assessment tools and how to prepare, conduct and close a professional interview.

Course Duration: 2 days from 9:00AM to 4:00PM

Course Accreditation

This course has been approved for 10.50 (HR (General)) recertification credit hour toward aPHR™, aPHRi™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification through the HR Certification Institute.)

Registration Deadline: One week before the course date

Course Venue: Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

Registration & Payment

- Logon to www.topbusiness-hr.com/course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Course fees include materials (Soft Copy), coffee break, and certificate.
- Payment by cheque in Top Business' name, cash to our address, Visa or bank transfer.
- Payment is due within 3 working days from course confirmation date. Your registration is confirmed only after payment.
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

For More Information

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