

ADVANCED SELECTION, INTERVIEWING & RECRUITMENT SKILLS



GENTEX[®]
TRAINING CENTER



Introduction

The Advanced Selection, Interviewing & Recruitment Skills Training Course prepares HR professionals to hire the right talent through structured and fair recruitment practices. Effective hiring decisions depend on strong interviewing techniques, objective selection criteria, and reliable assessment methods. This course explores competency-based interviewing, behavioral assessment tools, and structured selection frameworks used by leading organizations. Participants also examine how to reduce bias and improve consistency throughout the hiring process. Furthermore, the course addresses candidate experience and employer branding as key factors in successful recruitment. As a result, learners gain the confidence to conduct interviews and make selection decisions with accuracy. By the end, participants will apply proven recruitment methods within their own hiring processes.

Advanced Selection, Interviewing & Recruitment Skills Course Objectives

- Apply competency-based interviewing techniques to assess candidates accurately
- Use the STAR method to evaluate behavioral interview responses
- Design structured interview guides aligned with job requirements
- Apply psychometric and skills assessment tools in selection processes
- Identify and reduce unconscious bias during candidate evaluation
- Build scoring rubrics to standardize hiring decisions
- Apply reference-checking methods that verify candidate credibility
- Design a positive candidate experience throughout recruitment
- Use recruitment metrics to evaluate hiring process effectiveness
- Communicate hiring decisions professionally to candidates and stakeholders



Course Methodology

- Interactive lectures covering interviewing theory and selection frameworks
- Case study analysis of effective and flawed recruitment decisions
- Hands-on workshops practicing competency-based interview techniques
- Group role-play exercises simulating real interview scenarios
- Practical templates for interview guides and scoring rubrics
- Peer feedback sessions on interview performance and technique

Who Should Take This Course

- HR recruiters and talent acquisition specialists
- Hiring managers involved in candidate selection
- HR business partners supporting recruitment decisions
- Line managers conducting interviews for their teams
- HR generalists handling recruitment responsibilities
- Consultants advising on recruitment and selection practices

Advanced Selection, Interviewing & Recruitment Skills Course Outlines

Day 1: Foundations of Recruitment and Selection

- Define the recruitment and selection process end to end
- Explore the link between selection quality and business performance
- Introduce competency frameworks for candidate evaluation
- Identify common recruitment challenges and selection errors

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Review legal considerations affecting recruitment practices
- Discuss the role of employer branding in attracting talent
- Assess current recruitment practices within participants' organizations

Day 2: Structured Interviewing Techniques

- Design structured interview guides aligned with job requirements
- Apply competency-based interviewing methods effectively
- Use the STAR method to evaluate behavioral responses
- Formulate probing questions to gather deeper candidate insights
- Practice active listening during interview conversations
- Manage interview time effectively to cover key areas
- Conduct mock interviews using structured formats

Day 3: Reducing Bias and Standardizing Decisions

- Identify common forms of unconscious bias in interviews
- Apply techniques to reduce bias during candidate evaluation
- Build scoring rubrics to standardize hiring decisions
- Compare candidates objectively using consistent criteria
- Facilitate structured panel interview discussions fairly
- Document interview outcomes accurately and transparently
- Review case studies of bias reduction in recruitment

Day 4: Assessment Tools and Reference Verification

- Apply psychometric assessment tools in selection processes
- Evaluate skills assessments relevant to specific job roles



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Interpret assessment results alongside interview data
- Apply reference-checking methods that verify candidate credibility
- Identify red flags during reference and background checks
- Combine multiple selection methods for balanced decisions
- Address common pitfalls in assessment interpretation

Day 5: Candidate Experience and Recruitment Metrics

- Design a positive candidate experience throughout recruitment
- Communicate hiring decisions professionally to candidates
- Use recruitment metrics to evaluate hiring process effectiveness
- Track time-to-hire and quality-of-hire indicators
- Gather candidate feedback to improve recruitment processes
- Align recruitment practices with employer branding goals
- Present a personal recruitment improvement plan for feedback

Conclusion

By successfully completing the Advanced Selection, Interviewing & Recruitment Skills, participants will gain practical knowledge of structured interviewing, bias reduction, and candidate assessment methods. They will also acquire the skills to standardize hiring decisions using scoring rubrics and reference verification techniques. Furthermore, participants will understand how to design a positive candidate experience that strengthens employer branding. Gentex Training Center's Advanced Selection, Interviewing & Recruitment Skills Training Course prepares HR professionals to make accurate, fair, and consistent hiring decisions.





FAQs

Q1 What is the "Advanced Selection, Interviewing & Recruitment Skills" course about?

This course explains how HR professionals conduct structured interviews and make objective selection decisions using proven frameworks. It focuses on practical techniques that help recruiters and hiring managers assess candidates fairly and reduce bias throughout the process.

Q2 What are the key benefits of the "Advanced Selection, Interviewing & Recruitment Skills" course?

Participants gain the ability to run structured interviews confidently, reduce bias in candidate evaluation, and standardize hiring decisions using scoring tools. The course also improves candidate experience, strengthening employer branding and recruitment outcomes.

Q3 What skills will I gain from the "Advanced Selection, Interviewing & Recruitment Skills" course?

Learners develop skills in competency-based interviewing, behavioral assessment using the STAR method, bias reduction techniques, and reference verification. These four core skills allow HR professionals to make accurate and consistent hiring decisions.



Q4 What tools, methods, or standards are covered in the "Advanced Selection, Interviewing & Recruitment Skills" course?

The course covers the STAR method, competency-based interview guides, psychometric assessment tools, and structured scoring rubrics. Participants also explore reference-checking methods and recruitment metrics used to evaluate hiring process effectiveness.

Q5 How is the "Advanced Selection, Interviewing & Recruitment Skills" course applied in real-world practice?

Participants apply course concepts by conducting mock interviews, building scoring rubrics, and practicing reference-checking techniques. These exercises prepare learners to run real recruitment processes and make consistent, well-documented hiring decisions within their organizations.