

RECRUITMENT AND TALENT ACQUISITION



GENTEX[®]
TRAINING CENTER



Introduction

Great organizations start with great hires. Recruiters and talent acquisition teams shape the workforce that drives business results. This Recruitment and Talent Acquisition Training Course from Gentex Training Center gives participants a clear, practical framework for attracting, assessing, and hiring the right people. Participants learn to plan workforce needs, build employer brands, and source candidates through multiple channels.

Furthermore, they master structured interviews and fair selection methods. The course also covers applicant tracking systems (ATS), recruitment metrics, and data-driven hiring. In addition, hands-on exercises build real recruiting skills. As a result, participants leave ready to fill roles faster, reduce hiring risk, and build strong talent pipelines.

Recruitment and Talent Acquisition Course Objectives

- Plan workforce needs using workforce planning models, headcount forecasts, and succession planning tools to support business strategy.
- Write accurate job descriptions and person specifications using job analysis, competency frameworks, and clear selection criteria.
- Build a strong employer brand and employee value proposition (EVP) that attract high-quality candidates to the organization.
- Source candidates using LinkedIn Recruiter, Boolean search, job boards, talent pools, and employee referral programs.
- Screen CVs and applications using structured scorecards and applicant tracking systems (ATS) to shortlist candidates faster.
- Conduct structured, competency-based, and behavioral interviews using the STAR method and consistent rating scales.
- Apply assessment tools such as psychometric tests, skills tests, work samples, and assessment centers to predict job performance.
- Reduce bias and follow equal opportunity, diversity, and data privacy principles, including GDPR, throughout the hiring process.

LEARN BOLD. LEAD BEYOND

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



- Manage job offers, salary negotiation, reference checks, and onboarding to secure and retain new hires.
- Measure hiring success using time-to-hire, cost-per-hire, quality of hire, and recruitment dashboards.

Course Methodology

- Interactive lectures that explain recruitment models and current hiring practices.
- Hands-on workshops where participants write job descriptions and build sourcing strings.
- Mock interviews and role-plays that develop questioning and evaluation skills.
- Real case studies from corporate, government, and high-volume hiring.
- Ready-to-use templates, including interview scorecards, offer letter samples, and metrics trackers.
- Peer feedback and trainer coaching throughout the five days.

Who Should Take This Course

- Recruiters and recruitment officers who manage open vacancies
- Talent acquisition specialists and sourcers who build candidate pipelines
- HR officers and HR business partners who support hiring
- HR managers who lead recruitment teams
- Hiring managers and department heads who interview candidates
- Recruitment agency consultants and headhunters
- HR assistants moving into recruitment roles
- Professionals who want to build a career in talent acquisition

Recruitment and Talent Acquisition Course Outlines





Day 1: Foundations of Recruitment and Talent Strategy

- Role of recruitment within HR and business strategy
- Recruitment versus talent acquisition models
- Recruitment life cycle from requisition to onboarding
- Workforce planning and headcount forecasting
- Job analysis, job descriptions, and person specifications
- Competency frameworks for role profiling
- Legal and ethical requirements in hiring

Day 2: Employer Branding and Candidate Sourcing

- Employer brand and employee value proposition (EVP)
- Career pages and recruitment marketing basics
- Boolean search strings and LinkedIn Recruiter
- Job boards, social media, and talent communities
- Employee referral and campus hiring programs
- Building talent pools and pipelines
- Working with recruitment agencies and headhunters

Day 3: Screening, Shortlisting, and Interviewing

- CV screening using scorecards and knockout criteria
- Applicant tracking systems (ATS) and workflow setup
- Phone screening techniques and question design
- Competency-based and behavioral interviews with the STAR method
- Situational and panel interview techniques

LEARN BOLD. LEAD BEYOND

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



- Interview rating scales and evaluation forms
- Avoiding unconscious bias and common interview errors

Day 4: Assessment, Selection, and Offer Management

- Psychometric tests and skills assessments
- Assessment centers and work sample tests
- Reference checks and background verification
- Selection decision matrices
- Salary benchmarking and offer negotiation
- Offer letters and contract essentials
- Onboarding and new hire retention

Day 5: Metrics, Technology, and Recruitment Improvement

- Time-to-hire, cost-per-hire, and quality of hire
- Source effectiveness and recruitment funnel analysis
- Recruitment dashboards and reporting
- AI tools and automation in recruitment
- Diversity, equity, and inclusion hiring practices
- Candidate experience surveys and feedback
- Building a talent acquisition action plan





Conclusion

By successfully completing Recruitment and Talent Acquisition, participants will gain a complete understanding of the hiring process. They will know how to plan workforce needs, build an employer brand, source candidates, run structured interviews, and select the right people using proven methods such as competency frameworks and the STAR method. Furthermore, they will track hiring results with clear metrics. Gentex Training Center designed this Training Course to give HR professionals practical skills that improve hiring quality and speed. Join Gentex Training Center to strengthen your recruitment expertise.

FAQs

Q1 What is the "Recruitment and Talent Acquisition" course about?

This course explains how organizations plan, attract, assess, and hire talent. It covers workforce planning, employer branding, sourcing, interviewing, selection, and recruitment metrics. Participants practice each stage through workshops, mock interviews, and case studies.

Q2 What are the key benefits of the "Recruitment and Talent Acquisition" course?

The course helps participants fill vacancies faster, improve quality of hire, and lower hiring costs. In addition, it builds fair and consistent selection habits. As a result, participants strengthen talent pipelines and improve the candidate experience.



Q3 What skills will I gain from the "Recruitment and Talent Acquisition" course?

Participants gain four core skills: workforce planning and job profiling, candidate sourcing and employer branding, structured interviewing and assessment, and recruitment metrics and analytics. Furthermore, they build offer negotiation and communication skills through role-plays and case studies.

Q4 What tools, methods, or standards are covered in the "Recruitment and Talent Acquisition" course?

The course covers applicant tracking systems (ATS), LinkedIn Recruiter, Boolean search, competency frameworks, the STAR method, psychometric tests, and assessment centers. It also teaches metrics such as time-to-hire, cost-per-hire, and quality of hire.

Q5 How is the "Recruitment and Talent Acquisition" course applied in real-world practice?

Recruitment teams apply these methods to write job profiles, source candidates, run structured interviews, and select hires. HR teams also track funnel metrics to improve speed and quality. As a result, hiring becomes a planned, measurable process instead of a reactive task.