

The **Certified Recruitment Analyst** program, of Carlton Advanced Management Institute, USA, done in India in association with Middle Earth Consultants. It's not just any other training program on recruitment and interviewing but is much more than that. The most highly appreciated and sought after training program by the top HR professionals across India. It involves the best recruiting practices from various industries, latest tools, techniques & strategies used in recruiting to hire and retain the best talent. This workshop involves the best of the breed global practices in recruitment and ensures that you become an expert in hiring. By the end of this workshop you will acquire skills with which you can conduct behavior based interviewing, which is a time-tested methodology for improving hiring results.

## Course Overview

### MODULE: 1 Recruitment Analytics

- Understanding Strategic issues in recruitment to increase effectiveness and efficiency of the process
- Key metrics for effective Recruitment including aspects like VA,BVA,NVA
- Understanding costs of Bad recruitment like induction costs, direct recruitment costs, stabilization costs etc.
- Key reasons for attrition – improper reference checks, poor analysis of job functions, inadequate interviewing techniques
- Competency def's and iceberg model
- Competency measurement using Behaviorally Anchored Rating Scale
- Overview of the hiring process – Requirements Analysis, shortlisting, filtering, interviewing and selection

### MODULE: 2 Recruitment Analysis

- Fundamental job description - useful tool to attract, hire, retain and develop a qualified employee.
- Different methods of Functional analysis like direct observation, interviews, diaries, questionnaires, job element analysis, critical incident method etc.
- Behavioral analysis through in-depth assessment centers,TTA,Quancomm
- Threshold trait analysis – mental, learned ,motivational traits etc
- Definitions of Quan-com

### MODULE: 3 Short listing and Filtering

- Short listing- knowledge of matching CVs - Motivational Check – Salary, perks, growth, Key Benefits (Brand, Environment, Flexi-time)
- The process of short listing
- Filtering
- Knowledge based filtering through academic Qualification, percentage of marks scored and experience level or thru simple written tests.
- Skill Based filtering through In – trays, presentations, roleplays, fact-finding exercises etc
- Behavioral filtering using psychometric tests like MBTI, FIRO etc.

### MODULE: 4 Interviewing and Probing Techniques

- Introduction to interviewing
- The overall interview process – pre- interview preparatory phase, the interview itself, post interview assessment and decision phase
- Stages of the interview
- Quan-com questions and behavioral indicators
- 4 key interviewer skills - Listening, Body Language Sensitivity, Communication

### By attending this Workshop you will learn:

- Calculate costs associated with bad recruitment
- Use the Behavioral event interviewing techniques
- Use quan comm. And iceberg models during interviewing
- Use icebreaker question techniques and effective body language To create positive perceptions among candidates about the company
- Reduce short term attrition substantially by conducting motives and self image analysis
- To understand the latest trends and tools in recruitment
- Use behavioral indicators and BARS based rating scales
- Learn best practice interviewing practices
- Use scene setter and past performance questions and also golden pause and single word probes

### Unique Benefits to the participants:

- Get a comprehensive, information packed courseware during the program and for back home use
- Learn from the industry experts who have a specialist experience in the area of recruitment
- Network with other professionals with same background and interest
- Brand yourself as a certified recruiter
- Increase your earning potential as a freelance professional by becoming a certified trainer

### Who Should Attend the Program?

- Professionals involved in the recruitment process and recruiting professionals at all experience levels.
- Junior and first level supervisors from the recruitment department.
- Line managers, functional professionals who participate in the recruitment process as interviewers.

### CAMI Certificate

Certificate will be given by Carlton Advanced Management Institute (CAMI), USA

### Certification Process With Time Lines

**Step 1 :** Training – 2 days (9.00 am – 6.00 pm)

**Step 2 :** Project completion (24 hrs work)

**Step 3 :** Project Soft Copy Submission (within 60 days from program)

**Step 4 :** Certification & Evaluation process – 5 weeks after submission of project

The assessment would be done based on step 3 by an

## Fees Per Participation

**INR. 20000**

**For Registrations and More Information Contact :**

*Priyanka on Mob: 9819229469 / 9730443253*

*Email: [priyanka@acelearnquest.com](mailto:priyanka@acelearnquest.com)*

**For Upcoming Events Visit : <http://acelearnquest.com/event.php>**