External Training Course

Professional Recruitment Skills: From Job Analysis to Hiring Excellence

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From 13 Oct. To 17 Oct. 20245
From 17 Nov. To 21 Nov. 2025
From 08 Dec. To 12 Dec. 2025

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iH Hotels Milano Ambasciatori
Milano, Italy

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External Training Course:

Professional Recruitment Skills: From Job Analysis to Hiring Excellence

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Course Overview:

This practical and interactive 5-day training course is tailored for mid-level HR professionals and recruitment officers involved in the day-to-day operations of talent acquisition. The program focuses on real-world techniques for analyzing job requirements, conducting structured interviews, selecting suitable candidates, and supporting the hiring process — all without requiring a managerial background.

Course Objectives:

By the end of this course, participants will be able to:

- Understand the full recruitment cycle in a practical and structured way.
- Conduct effective job analysis and prepare realistic job descriptions.
- Apply behavioral and structured interview techniques.
- Use assessment tools to support fair and effective candidate selection.
- Participate in offer management and onboarding processes.
- Track basic recruitment metrics and improve hiring efficiency.

Target Audience:

HR Assistants and HR Officers.

Recruitment Coordinators and Talent Acquisition Executives.

General HR Staff involved in recruitment tasks.

Administrative staff supporting HR activities.

Training Methodology:

Instructor-led presentations and guided discussions.

Real-world case studies and group exercises.

Hands-on templates and recruitment checklists.

Interview simulations and role-playing.

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Organizational Impact:

Faster and more accurate recruitment support.

Better alignment between job requirements and selected candidates.

Smoother coordination between HR and hiring departments.

Improved candidate handling and administrative efficiency.

Personal Impact:

Increased confidence in managing recruitment activities.

Better understanding of job-related requirements.

Practical tools to use immediately on the job.

Professional development in HR and talent acquisition.

Course Agenda:

Day 1: Job Analysis & Recruitment Planning

- The importance of accurate job analysis.
- Tools and techniques to collect job information.
- Writing clear and practical job descriptions.
- Understanding the link between job roles and HR planning.
- Working with departments to identify staffing needs.

Day 2: Sourcing & Advertising

- Internal vs. external job advertising.
- How to use job portals effectively.
- Basic sourcing via LinkedIn and online platforms.
- How to create attractive job ads.
- Handling large volumes of applications.

Day 3: Screening & Shortlisting

- Reviewing CVs and cover letters professionally.
- Identifying key qualifications and red flags.
- Creating structured shortlisting criteria.
- Introduction to candidate evaluation forms.
- Using basic tests and assessments in recruitment.

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Day 4: Interview Skills

- Types of interviews (phone, online, in-person).

- Preparing interview questions based on the job role.

- Conducting fair and respectful interviews.

- STAR technique and behavioral interview basics.

- Note-taking and scoring during interviews.

Day 5: Hiring Process & Onboarding

- Preparing and sending job offers.

- Following up with selected candidates.

- Assisting in employee onboarding.

- Recruitment tracking and reporting basics.

- Improving candidate experience and HR coordination.

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Course Agenda:

(1st Day) Agenda

8.30	9.00	Opening Remarks (30 Min.).
9.00	11.30	DISCUSS COURSE OBJECTIVES: • Job Analysis & Recruitment Planning. • Sourcing & Advertising. • Screening & Shortlisting. • Interview Skills. • Hiring Process & Onboarding.
11.30	12.00	Coffee Break
12.00	14.00	Job Analysis & Recruitment Planning: • The importance of accurate job analysis. • Tools and techniques to collect job information. • Writing clear and practical job descriptions. • Understanding the link between job roles and HR planning. • Working with departments to identify staffing needs.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(2nd Day) Agenda

9.00	11.30	Sourcing & Advertising: • Internal vs. external job advertising. • How to use job portals effectively. • Basic sourcing via LinkedIn and online platforms.
11.30	12.00	Coffee Break
12.00	14.00	Sourcing & Advertising: • How to create attractive job ads. • Handling large volumes of applications.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

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(3rd Day) Agenda

9.00	11.30	Screening & Shortlisting: • Reviewing CVs and cover letters professionally. • Identifying key qualifications and red flags. • Creating structured shortlisting criteria.
11.30	12.00	Coffee Break
12.00	14.00	Screening & Shortlisting: • Introduction to candidate evaluation forms. • Using basic tests and assessments in recruitment.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(4th Day) Agenda

9.00	11.30	Interview Skills: • Types of interviews (phone, online, in-person). • Preparing interview questions based on the job role. • Conducting fair and respectful interviews.
11.30	12.00	Coffee Break
12.00	14.00	Interview Skills: • STAR technique and behavioral interview basics. • Note-taking and scoring during interviews.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(5th Day) Agenda

9.00	11.30	Hiring Process & Onboarding: • Preparing and sending job offers. • Following up with selected candidates. • Assisting in employee onboarding.
11.30	12.00	Coffee Break
12.00	14.00	Hiring Process & Onboarding: • Recruitment tracking and reporting basics. • Improving candidate experience and HR coordination.
14.00	14.30	Questions, Discussion & Conclusion Training Course.
14.30		Buffet Lunch