

# E-learning recruitment training

There are four e-learning modules offered within the Personnel Training Service (SFP) in the area of skills “to succeed recruitments” (3 hours 30 minutes for the four modules).

## 1. Ensure a structured recruitment process

- How should recruiters approach interviews?
- Conducting a recruitment interview with an experienced executive
- Preparing to recruit an experienced executive
- Deciding between experienced candidates when recruiting

## 2. Master the recruitment process

- There are no short cuts in a good hiring process
- Concluding a recruitment interview
- Always hire for attitude
- Cultural fit is the key
- Recruit ‘adults’

## 3. Competency-based interviews

- The future of performance appraisals
- Use empathy to make your performance review a success
- How to conduct performance reviews?
- Getting team members to express during appraisal meetings
- Preparing the wording of a request

## 4. Question and reformulation techniques

- Don't tell, ask
- Asking questions
- Rephrasing
- Preparing the wording for giving feedback
- Preparing the wording of a request