

Effective Recruitment and Onboarding

Date and duration
Training code : RH029EN Duration : 3 days Nombre d'heures : 21 heures
Body
<p>This is a hands-on, classroom-based training program which, beyond theoretical and methodological input, focuses on developing practical tools that can be reused in a professional context. Group activities are emphasized. We will use a PowerPoint presentation (shared with participants), along with case studies in small groups, knowledge quizzes, and other interactive exercises.</p>
Objectifs
<p>The Recruit and Onboard Effectively training course helps participants master the practical phases and key challenges of face-to-face recruitment interviews, while following a rigorous methodology.</p> <ul style="list-style-type: none"> • Understand the challenges of successful recruitment and onboarding • Learn how to implement the fundamental steps of a recruitment process • Design and carry out an effective onboarding program
Modalités d'évaluation
Practical Work Case study
Pré-requis
None
Public
Any professional responsible for managing recruitment and onboarding (HR managers, HR assistants, line managers, etc.).
Programme
<p>1. Recruitment and Onboarding: Definitions, Challenges, and Practices</p> <ul style="list-style-type: none"> • The cost and impact of recruitment (financial, human, etc.) • Onboarding: definition and challenges (retention, cohesion, team motivation) • Presentation of recruitment and onboarding practices <p>2. The Fundamental Steps of Recruitment</p> <p>Defining the Position</p>

- Determine short-, medium-, and long-term tasks and activities
- Identify the key knowledge and skills required for the position through
- Interviews with subject-matter experts
- Draft the job description
- Write the job posting

Writing the Job Posting

- The different components of the posting
- Key elements to highlight (emphasizing the strengths of the position, etc.)
- Publication channels for the job posting

Conducting an Interview

- The different stages of an interview
- Preparing an interview guide
- Key questions

Assessing Skills in an Interview

- Identify the knowledge and/or skills to be evaluated
- Consider evaluation methods: professional simulations, tests, etc.

3. Preparing an Onboarding Program

- Identify motivation drivers: compensation, training, organization, mobility and career development, etc.
- Define duration, key stages, and team members' roles in the onboarding process
- Develop tools and support materials
- Engage and mobilize team members