Effective Recruitment and Onboarding

Date and duration

Training code : RH029EN
Duration : 3 days
Nombre d'heures : 21 heures

Body

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.

Objectifs

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.

- 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

Travaux Pratiques
Etude de cas

Pré-requis

None

Public

Any professional responsible for managing recruitment and onboarding (HR managers, HR assistants, line managers, etc.).

Programme

1. Recruitment and Onboarding: Definitions, Challenges, and Practices

- The cost and impact of recruitment (financial, human, etc.)
- Onboarding: definition and challenges (retention, cohesion, team motivation)
- Presentation of recruitment and onboarding practices

2. The Fundamental Steps of Recruitment
Defining the Position

- 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