

RECRUITMENT 1: PROCESS AND ONBOARDING

1-DAY COURSE

Learn about the important steps of a successful recruitment process and how to leverage the full potential of the PI assessment suite before, during and after hiring interviews.



INTRODUCTION

- Good employees are in high demand, which calls for a professional recruitment process. You have to hire the right person for the job before they find a job elsewhere, so you need a process that supports both the kind of thoroughness that gives you best chances of choosing the right candidate, while at the same time being speedy and efficient enough to retain the candidates' interest.
- In PI you have a tool with enormous potential and an obvious platform for organising your recruitment process. In this course we focus on how the tool supports an optimal hiring process, and on how you can use PI for onboarding to establish good working relationships between the new hire, their manager, colleagues and clients from the beginning.



TARGET AUDIENCE

- This course is relevant for anyone working with recruitment, e.g. company owners, leaders and HR professionals.
- Previous knowledge about PI is a prerequisite.



YOU WILL GET

- A basic understanding of recruitment
- Inspiration for what your recruitment process could look like and what the minimum requirements are
- An understanding of the planned process steps and what happens when the plan faces reality
- Inspiration for how to balance quality and speed in the hiring process
- Rules of thumb, good principles, do's and don't's
- Insights into how you can use PI profiles to ensure your new hires get off to a good start (onboarding)
- Knowledge about the reports in PI Software that are especially useful for recruitment and onboarding



CONTENT

- Recruitment mind-set at an individual as well as an organisational level
- Different recruitment flows in relation to different job types
- What should happen before, during and after an interview
- The connection between a job profile and a job advert
- The 1st, 2nd (and 3rd) interview
- Who should participate in the different phases, including job profiling, interviewing and candidate assessment
- Systematic assessment of candidates and the decision criteria
- Typical pitfalls in recruitment
- The balance between attracting candidates and providing a realistic image of the job
- Ethics and power relations between the candidate and the hiring organisation
- Using and obtaining references so that you get valuable information



TRAINER

Kirstine Hanghøj has worked with organisational development, HR and leadership development for more than 15 years. She has worked for international consultancies and is now part of Humanostics. Kirstine has been a manager herself, been in an executive management team and has coached a wide range of managers. Moreover, she has worked with all the phases of recruitment; as an HR partner in collaboration with the hiring managers, as an HR manager responsible for the company's recruitment process, as well as recruiting employees for her own team.