

# RECRUITMENT AND SELECTION CERTIFICATION

As per International Standards



## UNICHROME

# Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Recruitment and Selection Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Recruitment and Selection Training Course schedule



## About Unichrone

- ✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across  
global companies

PHILIPS

AXCESS  
FINANCIAL PRODUCT MANAGEMENT

CLARIANT

AkerSolutions

WÜRTH

baycoat

DUPONT

DASHTI

GlobalSign

TriskeleLabs

مصرف الراجحي  
Al Rajhi Bank

DHL

ARASCO  
أراسكو



أراسكو

EMERSON

accenture

VOLVO

AMA  
AMERICAN MEDICAL  
ASSOCIATION

sitel  
group

@ignify

Atos

LEAR  
CORPORATION



## Importance of Recruitment and Selection Training

- ✓ Recruitment Assessment and Selection Certification validate professionals' fundamentals of Recruitment and Selection processes. They possess the knowledge and skills necessary to make data-driven decisions and expedite hiring procedures. This certification prepares students to succeed in HR by validating competency in talent acquisition methods, interview tactics, and candidate assessment. The certification increases one's credibility and provides opportunities for professional growth. It enables professionals to make a substantial contribution to the success of the business by ensuring that hiring procedures are inclusive and strategic.
- ✓ Individuals undergoing Recruitment Assessment and Selection Course will learn more about Recruitment Life cycle starting from analysis of jobs up to offering acceptance. They will learn how to prepare proper job advertisements, advertise for the right talents, review applications and CVs, interview, test and trend, and select candidates. The training will enable candidates to understand and/or perform qualification assessment, cultural assessment, and employment offer negotiation. Participants will acquire mastery in job analysis, recruitment, proper sourcing, methods of screening and selection, interview types, testing, and inventory, and offer presentations.

## ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Recruitment and Selection Training Course. However, having prior knowledge is beneficial.

## WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills in Recruitment and Selection can enroll in the Recruitment and Selection Training course.

# RECRUITMENT AND SELECTION CERTIFICATION ADVANTAGES



CERTIFIES  
YOUR TALENT



HELPS  
BUILDING  
VALUES



GLOBAL  
RECOGNITION



PERFECT  
EXECUTION



BUILDS  
CUSTOMER  
LOYALTY



MORE  
EMPLOYABILITY  
OPTIONS

# Syllabus of Recruitment and Selection Training

## Lesson 01 – Modern Recruitment

1.	What is Recruiting?
2.	What Does Recruitment Involve?
3.	Types of Recruiting
4.	Steps in Hiring Process
5.	Tips for Effective Recruiting
6.	Modern Recruitment Techniques

## Lesson 2 – Develop Recruitment Plan

1.	Introduction to Recruitment Plan
2.	Importance of Recruitment Plan
3.	Creating a Successful Recruitment Plan
4.	Benefits of Recruitment Plan
5.	Revamp Hiring Process

# Syllabus of Recruitment and Selection Training

## Lesson 03 – Navigating the Recruitment Process

1.	Key Attributes Every Employee Should Have
2.	SMART Job Description
3.	Job Requisition and Advert
4.	Write a Person specification
5.	Decision Making in Recruitment
6.	Recruitment Key Performance Indicators (KPIs)

## Lesson 04 – Recruitment Assessment

1.	What is Recruitment Assessment?
2.	Types of Recruitment Assessment Tools
3.	Talent Assessment Methods in Recruitment
4.	Work Samples
5.	Job Simulations
6.	Cognitive Ability Testing
7.	AI-Powered Video Interviews
8.	Job Trials
9.	Exercises and Games



# Syllabus of Recruitment and Selection Training

## Lesson 05 – Selection Techniques and Psychometric Analysis

1.	Types of Employee Selection Methods
2.	Best Employee Selection Techniques for Choosing Top Talent
3.	Traits and Skills are Measured by Psychometric Tests
4.	Types of Psychometric Tests
5.	Benefits of Psychometric Testing

## Lesson 06 – Working with Assessment Centers

1.	Online Tools for Recruitment
2.	Design an Assessment Centre
3.	Track and Improve Employee Performance
4.	Auditing Recruitment and Hiring Process

# Exam Format of Recruitment and Selection Certification

Examination Format	
Exam Name	Recruitment and Selection Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Recruitment and Selection, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Recruitment and Selection exam.

# Contact Us

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<https://unichrone.com/>

