HR Recruiting and Generalist Skills

Total Duration – 6 Days

RECRUITING SKILLS – 3 Days

1. **Developing Hiring Skills:**

• Understanding of the detailed job description and person specification

• Determining the core competencies – both technical and functional

  - Knowledge
  - Skills
  - Attitudes
  - Credentials
  - Experience

• Prioritizing competencies

• Identifying the role of the candidate in the team

   2. **Resume Reading/Profile Scanning**

3. **Structure and Methodology of an Interview:**
• Progressive Stages of an Interview

  - Opening an interview
  - Building rapport
  - Gathering information
  - Giving information
  - Closing an interview

4. **Probing Skills:**

  - Effective use of questions
  Types of Questions:
  - Open-ended questions
  - Close-ended questions
  - Factual Questions
  - Questions about Opinions and Feelings

- Exploratory Questions
- Hypothetical
- Personal Awareness
- Question Techniques
  - S – Situation
  - P – Perception
  - I – Intervention
  - L – Learning

5. **Tips for conducting various types of interviews:**
   - One-on-One – Virtual/Offline
   - Panel Interviews - Virtual/Offline
   - Telephonic Interviews - Virtual/Offline

6. **Key Areas of Interviewing:**
   - Having the right body language while interviewing
   - Reading the body language of the interviewee
   - Having the appropriate tone while interviewing
   - Importance of listening skills while interviewing
   - Effectively dealing with the pressure of attaining targets

7. **Marking on company parameters or following interview rubrics**

8. **Making a decision**

9. **The art of giving constructive feedback**

10. **LinkedIn Training for Recruiters**

11. **Naukri Training for Recruiters**

HR GENERALIST TOPICS - 3 Days

- • Understanding HR's role within the organization to add maximum value.
- • Learning what to do to improve HR's brand image within the organization.
- • Employer obligations regarding when to conduct workplace investigations.
- • Common laws that create additional "boundaries" in the contemporary workplace.
- • Understanding today's "must-have" company policies to minimize risk of litigation.
- • Implementing strategies to control and investigate FMLA abuse.

- Learning how to handle personal time off (PTO), vacation, sick pay, and workers' compensation.
- Handling "sticky issues" such as declining employee performance, absenteeism, and unreasonable requests.
- Recruiting: what's working - and what's not .
- Contemporary strategies for employee on-boarding - knowing how and when to leverage technology in the process.
- Learning how to conduct a thorough needs analysis to determine if training is even the answer.
- Common organizational mistakes in developing training programs and how to avoid them.
- Learning why clear, measurable, aligned objectives are the keys to training program success.
- Understanding contemporary strategies in designing compensation systems.
- Learning why variable compensation is growing in popularity.
- Understanding how to create an effective benefits survey to obtain valuable data.
- Understanding what is working - and not working - in performance management.
- Beyond reviews: understanding the action steps to effectively manage employee performance.
- Learning how to identify the issues HR owns vs. what the leadership team owns.
- Identifying strategies to coach, mentor, and develop supervisors and managers to facilitate more positive employee relations.