

# aractech

Global Learning for Operational Leaders



HUMAN RESOURCES AND TRAINING | HRT-031

## Fundamentals of Recruiting and Shortlisting

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# Course content

## Why Attend

Attracting and selecting the right talent is one of the most critical drivers of organizational success. Ineffective recruiting and poor shortlisting decisions can lead to increased turnover, higher costs, and reduced team performance.

Recruitment today goes beyond posting job ads—it requires a structured, data-informed approach to sourcing, screening, and selecting candidates who align with both role requirements and organizational culture.

## Course Methodology

- Real-world recruitment scenarios and case studies
- Hands-on CV screening and shortlisting exercises
- Group discussions and role-playing activities
- Interview preparation and evaluation simulations
- Practical tools and templates for recruitment processes

## Course Objectives

- Understand the end-to-end recruitment process
- Define job requirements and candidate profiles
- Apply effective sourcing strategies
- Screen CVs and shortlist candidates efficiently
- Use structured criteria for candidate evaluation
- Reduce bias in recruitment decisions

## Target Audience

- This course is suitable for:
- HR Officers and Recruiters
- Talent Acquisition Specialists

# Course outline

## Detailed course outline

Day-by-day outline for Fundamentals of Recruiting and Shortlisting.

### Day 1 - Introduction to Recruitment Fundamentals

- Overview of recruitment and talent acquisition
- Importance of effective hiring in organizations
- Recruitment lifecycle and key stages
- Roles and responsibilities in hiring
- Understanding job requirements and competencies
- Creating clear job descriptions

### Day 2 - Sourcing and Attracting Candidates

- Recruitment channels and sourcing strategies
- Writing effective job advertisements
- Using online platforms and social media for recruitment
- Building candidate pipelines
- Employer branding basics
- Practical exercise: sourcing strategy development

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### Day 3 - CV Screening and Shortlisting Techniques

- Principles of effective CV screening
- Identifying key qualifications and experience
- Red flags and common screening mistakes
- Developing shortlisting criteria
- Ranking and prioritizing candidates
- Practical exercise: CV evaluation and shortlisting

### Day 4 - Candidate Evaluation and Interview Preparation

- Preparing structured interview questions
- Behavioral and competency-based interviewing basics
- Screening interviews and pre-assessments
- Evaluating candidate fit (skills, culture, potential)
- Reducing bias in candidate evaluation
- Role-play: interview and evaluation session

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### Day 5 - Final Selection and Recruitment Best Practices

- Decision-making in candidate selection
- Reference checks and background verification
- Communicating with candidates professionally
- Improving recruitment efficiency and quality
- Common challenges and solutions in hiring
- Final exercise and recruitment simulation

# Seminar dates

## Available seminar dates

Live dates and pricing for Fundamentals of Recruiting and Shortlisting generated from the course details page.

Date	Location	Format	Fee
8 - 12 June 2026	Paris	Classroom	€3,150
6 - 10 July 2026	Munich	Classroom	€2,415
10 - 14 August 2026	London	Classroom	€2,975
31 August - 4 September 2026	Barcelona	Classroom	€2,975
14 - 18 September 2026	Amsterdam	Classroom	€2,940
5 - 9 October 2026	London	Classroom	€2,940
16 - 20 November 2026	Munich	Classroom	€2,415

### Live online option

Online delivery is available at €1,250.