



*Training Course:
Recruitment Policies, Procedures and Best
Practices*

*21 - 25 December 2026
Madrid (Spain)*

Training Course: Recruitment Policies, Procedures and Best Practices

Training Course code: HR236620 From: 21 - 25 December 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

Introduction

The [Recruitment Policies, Procedures and Best Practices](#) training program, designed by [Global Horizon Training Center](#), provides participants with a comprehensive understanding of the principles, procedures, and professional practices required to manage recruitment activities effectively.

The program covers the complete recruitment cycle, from identifying staffing requirements and preparing job descriptions through candidate sourcing, screening, interviewing, selection, documentation, and onboarding. Particular attention is given to establishing consistent recruitment policies, maintaining accurate records, supporting fair and transparent selection decisions, and improving the overall efficiency of recruitment operations.

The course is particularly suitable for Recruitment Clerks, Recruitment Coordinators, HR Administrators, and professionals involved in day-to-day recruitment activities.

Training Objectives

By the end of this program, participants will be able to:

- Understand the role and importance of recruitment policies and procedures.
- Follow a structured and consistent recruitment process.
- Identify recruitment requirements and coordinate vacancy requests.
- Develop and maintain accurate job descriptions and candidate requirements.
- Apply effective candidate sourcing and screening techniques.
- Conduct professional CV screening and shortlisting.
- Support structured and competency-based interviews.
- Maintain recruitment documentation and candidate records.
- Apply fair, transparent, and consistent selection practices.
- Coordinate job offers, pre-employment requirements, and onboarding.
- Monitor recruitment performance using appropriate metrics and KPIs.
- Identify opportunities to improve recruitment efficiency and candidate experience.

Course Methodology

The program uses an interactive and application-focused methodology combining:

- Instructor-led presentations and discussions
- Recruitment scenarios and case studies
- Examples of recruitment policies and procedures
- CV screening and candidate evaluation exercises
- Interviewing and selection scenarios
- Recruitment documentation examples
- Individual and group exercises
- Best-practice discussions and knowledge reviews

Organizational Impact

Upon completion of the program, organizations can expect:

- Greater consistency in recruitment processes.
- Improved compliance with internal recruitment policies.
- Better quality of candidate screening and selection.
- More accurate recruitment documentation and record management.
- Reduced administrative errors and recruitment delays.
- Improved coordination between HR and hiring departments.
- More professional candidate communication and experience.
- Better monitoring of recruitment performance and effectiveness.

Target Audience

This program is suitable for:

- Recruitment Clerks
- Recruitment Coordinators
- Recruitment Officers

- HR Clerks and HR Administrators
- HR Assistants
- Talent Acquisition Support Staff
- Personnel Officers
- Administrative employees supporting recruitment activities
- Junior HR professionals
- Employees transitioning into recruitment responsibilities

Outlines

Day 1 - Recruitment Policies and the Recruitment Cycle

Recruitment Framework and Workforce Requirements

- Role of recruitment within Human Resources
- Understanding the complete recruitment lifecycle
- Recruitment policies, procedures, and responsibilities
- Internal versus external recruitment
- Identifying and validating staffing requirements
- Recruitment authorization and vacancy requests
- Roles of HR, recruitment staff, and hiring managers
- Principles of fairness, consistency, and transparency
- Common recruitment risks and administrative errors

Day 2 - Job Requirements, Sourcing and Candidate Screening

Building a Strong Candidate Pipeline

- Understanding job analysis and workforce requirements
- Preparing effective job descriptions
- Defining qualifications and selection criteria
- Developing candidate profiles

- Recruitment channels and sourcing methods
- Writing effective vacancy announcements
- Receiving and organizing applications
- CV and application screening techniques
- Candidate shortlisting procedures
- Maintaining candidate databases and recruitment records

Day 3 - Interviewing and Candidate Assessment

Professional Selection Practices

- Preparing for the interview process
- Different types of recruitment interviews
- Structured and competency-based interviewing
- Developing effective interview questions
- Evaluating technical and behavioral competencies
- Candidate assessment and scoring methods
- Interview evaluation forms
- Avoiding bias and inconsistent decision-making
- Coordinating interviews with hiring managers
- Candidate communication throughout the selection process

Day 4 - Selection, Documentation and Onboarding

Managing the Post-Interview Recruitment Process

- Comparing and evaluating shortlisted candidates
- Selection recommendations and approval procedures
- Reference and background verification processes
- Preparing and coordinating employment offers
- Managing candidate acceptance and rejection

- Pre-employment documentation requirements
- Recruitment filing and records management
- Data confidentiality in recruitment
- Coordinating joining dates and onboarding requirements
- Creating a smooth transition from recruitment to onboarding

Day 5 - Recruitment Best Practices and Performance Improvement

Building an Efficient Recruitment Function

- Recruitment best practices and professional standards
- Improving recruitment workflow and coordination
- Recruitment service standards
- Enhancing the candidate experience
- Managing recruitment timelines
- Recruitment KPIs and performance indicators
- Time-to-fill and time-to-hire
- Cost and quality considerations in recruitment
- Using recruitment data for continuous improvement
- Digital tools and technology in modern recruitment
- Common recruitment challenges and corrective actions
- Developing an effective recruitment process improvement plan

Registration form on the Training Course: Recruitment Policies, Procedures and Best Practices

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng):
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Full Name (Mr / Ms / Dr / Eng):
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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