

Certified Recruiter

MODULE 1

THE RECRUITMENT PROCESS PART 1

The right competence for the company
 Attract
 Employer Branding
 Recruitment strategies
 Employee retention
 Introduction program
 Employee development
 Talent Management
 Performance appraisals
 Dismantle
 Skills transfer
 Recruitment methods
 Analysis of skills needs
 Competency-based recruitment method
 Value-driven recruitment method
 Requirement profile
 Competency model
 Personnel key figures
 Index
 Advertisement
 Search
 Headhunting
 Selection

TASK

ASSIGNMENT

MODULE 2

THE RECRUITMENT PROCESS PART 2

Tests
 Knowledge test
 Ability and aptitude tests
 Personality Questionnaire
 Form
 Projective exercises
 Simulation exercises
 Interest Inventories
 Leadership Instruments
 Assesment Center
 Validity
 Feedback
 Election of candidate
 Background check
 References
 Interview with manager
 Common mistakes
 Diversity
 Gender discrimination
 Dimensions of diversity
 Reasons for diversity work
 Different aspects of diversity
 Equality
 Heteronormativity

TASK

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MODULE 3

INTERVIEW METHODOLOGY

Basics of communication
 The perception of ourselves and of others
 The Halo Effect
 Stereotypical views
 Self-fulfilling prophecy
 Attribution
 Nonverbal communication
 Listening
 Mirroring
 Motivation
 The Three-Needs Theory
 The Expectation Theory
 Intrinsic Rewards
 Hygiene/Motivational factors
 Work ethic
 Interview
 Preparation for the interview
 Conducting an interview
 Outline of interview
 Value-driven interview methodology
 Competency-based interview methodology
 SWAN analysis
 The five-factor model
 Interview Evaluation
 Interview questioning techniques
 Group Interview
 Reliability/Validity

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MODULE 4

GENERAL GUIDELINES FOR EMPLOYEE MANAGEMENT IN ORGANISATIONS

Diversity management
Gender discrimination
Dimensions of diversity
Reasons for diversity management
Model for diversity management
Discrimination
Types of discrimination
Active measures against discrimination
Equal treatment
Harassment and retaliation
Gender equality
Salary survey
Work environment
Criteria for a good work environment
Results of work environment management
Systematic work environment management

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MODULE 5

PSYCHOLOGY

Work Psychology
Comfort
SOC – Sense of coherence
Comprehensibility
Manageability
Meaningfulness
SOC and worklife
SOC and leadership
The 9 Points of Leadership
Introduction programme
Elements of an introduction programme
Pre-introduction program
Introduction to the organization
Support Materials
Follow-up
Criticism of introduction programmes

TASK

ASSIGNMENT



The goal of the education

The goal of the education is that the student, after completing the education, has acquired the knowledge required for qualified and independent work in the field.

Eligibility requirements

No special eligibility requirements.

Assessment criteria

After completing the education, with a passed result on all assignments and tests, the student receives a certificate. The main teacher for the education is the one who examines the student.

Degree title

Certified Recruiter.

Extent of education

The studies are conducted at any study pace and include about 8 weeks of full-time studies.