

RECRUITMENT



exeQserve
HR SOLUTIONS

Competency-based Recruitment Strategy

459.9603 | 846.8054

www.exeqserve.com

information@exeqserve.com

Competency-Based Recruitment Strategy

DURATION: 2 DAYS

Workshop Date	Investment Rate	Early Bird Rate (Until February 15, 2018)
March 14-15, 2018	7,888 PHP + VAT	6,888 PHP + VAT

Hiring is everything. A wrong hire can be expensive and hard to correct if it ever is correctable. It is for this reason that managers need to be careful about their hiring decisions. This is not easy when candidates are putting their best foot forward and go to great lengths including lying to win the much-coveted job. Therefore, a lot of hires end up with firing and resignations. It is true that a lot of guesswork and gut feel go into hiring decision-making but there is a way to be more objective about it.

ExeQserve is an HR consulting company based in the Philippines that offers Competency-based Recruitment Strategy Training. Through this interactive and experiential workshop, the participants will learn how to develop a recruitment strategy starts with using competency models to profile positions, ensuring job and culture fit, developing a competency-based screening process, establishing a sourcing strategy, using behavior-based interviewing and formulating criteria for hiring decision-making. This program also covers proper on-boarding to ensure that hires are not wasted due to poor orientation and on-boarding practices. The program includes introduction to the recruitment process and methodologies and a lot of skill practice to ensure that participants can replicate them in the workplace.

Participants shall take home the following customizable tools for applying learning in the workplace

- Competency tables templates
- Competency-Based Recruitment Policy and Procedures
- Position Profiling Tools
- Behaviour-based interviewing templates
- Hiring Decision Matrix Template
- On-boarding Policy and Procedures Templates.

Terminal Objective:

By the end of the two-day training, the participants will be able to develop a competency-based recruitment plan using the tools and templates supplied in the program

Learning Objectives:

Specifically, the participants will be able to:

- Define Competency-based Recruitment
- Describe the elements of a position competency profile
- Explain the use of competencies in recruitment
- Enumerate the steps in developing a competency-based recruitment strategy
- Identify techniques for sourcing and screening
- Follow guidelines in conducting different types of candidate interviews
- Simulate behaviour-based interviewing
- Create action plan to apply learning in the workplace.

Workshop Outline

Time	Activities	Process Objectives
DAY 1 9:00 – 10:00	COURSE PRELIMINARIES Opening Remarks Course preview Leveling of Expectations House Rules	<ul style="list-style-type: none"> • Introduce the concept of the course and apply house rules
10:15 – 12:00	MODULE 1: OVERVIEW & CONTEXT <ul style="list-style-type: none"> • Competency-based Talent Acquisition • The cost of bad hiring decisions • Revisiting recruitment process to identify loopholes 	<ul style="list-style-type: none"> • Define Competency-based Recruitment • Explain the importance of a recruitment strategy in hiring
1:00 – 3:00	MODULE 2: Developing a Competency-Based Recruitment Strategy <ul style="list-style-type: none"> • Mapping out your recruitment end-to-end process • Using competencies to profile positions • Identifying methods for data-gathering • Developing and acquiring screening tools 	<ul style="list-style-type: none"> • Explain the use of competencies in recruitment • Enumerate the steps in developing a competency-based recruitment strategy
3:15 – 5:00	Module 3: Sourcing and Pre-screening <ul style="list-style-type: none"> • Debunking old recruitment myths • Wearing the head-hunters hat to do creative sourcing • Techniques in resume screening and pitfalls to avoid 	<ul style="list-style-type: none"> • Identify techniques for sourcing and screening
DAY 2 9:00 to 11:00	Module 4: Preparing for Competency-based Interviewing <ul style="list-style-type: none"> • Preparing your interview questions <ul style="list-style-type: none"> ○ Formulating interview questions ○ Interview questions and what they mean ○ Behavioral interviewing questionnaire 	<ul style="list-style-type: none"> • Follow guidelines in conducting different types of candidate interviews
11:00 to 3:00	MODULE 5: Conducting Behavior-based interview <ul style="list-style-type: none"> • Breaking the ice—putting the candidate’s guards down • Introducing the company and the job • Behavioral interviewing <ul style="list-style-type: none"> ○ Probing using the STAR method ○ Answers to watch out for ○ Reading body language ○ Closing the interview • Skills practice to strengthen understanding of the behavioral interviewing concept. 	<ul style="list-style-type: none"> • Simulate behavior-based interviewing
3:15 to 4:00	Module 6: Making objective hiring decisions. <ul style="list-style-type: none"> • Integrating all screening information • Candidate rating and placement • Assessment documentation 	<ul style="list-style-type: none"> • Enumerate steps in developing hiring decision criteria
4:00 to 5:00	MODULE 7: Effective Onboarding <ul style="list-style-type: none"> • Making the offer • On-boarding best practices 	<ul style="list-style-type: none"> • Apply best practice in conducting on-boarding to help build employee engagement
5:00 to 5:30	Closing <ul style="list-style-type: none"> • Re-entry Action Planning • Closing 	<ul style="list-style-type: none"> • Develop Re-entry Action Plan



Edwin C. Ebreo

President, ExeQserve, Corporation

Edwin is the founder and President of ExeQserve, Corporation, an HR Solutions Company. He is also the company's head consultant for Organization Development and Human Resource Development.

Ed developed his skills in training, recruitment, human resource management, organization development and management consulting through twenty years of collective experience in the retail, financial, BPO and HR consulting business.

Before his founding of ExeQserve, Ed was HR Director/Manager for CheQ Systems, Athena E-Services and PET Plans' Subsidiary Companies. He was also Head of Training for SPI Technologies, Inc. and Philippine Seven Corporation, the local franchise owner of 7-Eleven Convenience Stores.

HRMD Strategies Development and Implementation

Ed facilitated a number of strategy formulation, policy writing and change management for the implementation of employee handbooks, compensation programs, performance management system, competency-based HRD, incentive schemes and retention programs for companies like CORE, Mobext, Numlock, ALC holdings, SEARCA, Tenkiebox, Provincial Governments of Bohol and Guimaras.

Learning Activity Design and Implementation

Ed developed dozens of courses and workshops on topics like high performance leadership, supervision, management, change, creativity, coaching, personal effectiveness, values alignment, career planning, maintaining discipline in the workplace, trainers' training, presentation skills enhancement, assertive communication, strategic planning and team building. His creativity and skill in learning activity design enables Ed to customize programs based on the identified needs of clients.

Industry Experience

Ed has worked with organizations in various industries and sectors. He is an accredited learning service provider of Philippine-Australia Human Resource and Organization Development Facility (PAHRODF) and has done work for OPAPP, NEDA, NAMRIA, DILG and two provincial governments through the facility. He worked closely with companies in the IT, Financial, Marketing, Manufacturing and other service industries in identifying their needs, formulating, customizing and delivering solutions that lead to desired results.

Personal Advocacies

Ed is particularly passionate about helping develop skills of the HR practitioners in the country and develop the careers of individuals through his blogs <http://anythinghr.blogspot.com> and <http://pinoycareercoach.blogspot.com>. He is also an active member of Toastmasters where he helps mentor members who wish to enhance their public speaking skills.

Ed took up Mass Communication at New Era University and has completed various training programs that helped him develop his competence in leading and training. His most important education is his experience as human resource development professional helping companies achieve their full potential through their people.