Course : Recruiting and integrating new employees certification course

Skills block of RNCP 35878 title

Practical course - 8d - 56h00 - Ref. ZIC

Price : 3980 € E.T.

NEW

This course is the fifth "Recruitment and Integration of Employees" skill block in the state-approved RNCP 35878 "Human Resources Manager" diploma, level 6 (Bac +3). You'll learn how to analyze a recruitment need, write an advertisement, conduct a structured interview, identify and develop talent, organize a staff review and build employee loyalty. You'll also master the key stages of onboarding to successfully integrate new employees.

Teaching objectives

At the end of the training, the participant will be able to:

- Analyze recruitment needs and define appropriate profiles
- Write powerful ads and choose the right distribution channels
- Conduct structured and effective recruitment interviews
- Identify, develop and retain talent and potential
- Successful integration thanks to structured onboarding and follow-up
- Implement a global recruitment and assessment strategy

Intended audience

Anyone wishing to recruit and integrate new employees.

Prerequisites

Etre titulaire d'un bac + 2 validé ou être de niveau bac + 2 possédant une expérience professionnelle de 3 ans minimum (sans prérequis en RH) ou titulaire d'un Bac et possédant une expérience professionnelle significative (5 ans minimum).
Les justificatifs lui seront demandés par SUP des RH.
Pour les personnes ne répondant pas à ces critères, il est possible de demander une étude en commission pour la Validation des Acquis Professionnels (VAP).

PARTICIPANTS

Anyone wishing to recruit and integrate new employees.

PREREQUISITES

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TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

Certification

Bloc de compétences " Recrutement et intégration des collaborateurs ", from the professional certification " Chargé des ressources humaines ", issued by SUP des RH. Registered in the répertoire national des certifications professionnelles, under number 35878, by decision of the Director General of France Compétences dated 15/09/2021.

Course contents

This course consists of the following modules :

Make a success of your recruitments

Ref. REF - 2 days ★ 4 / 5

Identify and develop talent and potential

Ref. HAP - 2 days

Master all aspects of the recruitment interview

Ref. REZ - 3 days ★ 4 / 5

Course schedule

1 Best practices for successful recruitment

- Analyze recruitment needs and profiles.
- Choose the right communication channels and write an effective ad.
- Conducting a job interview.
- Use objective criteria to select the right candidate.
- Integrating the candidate: onboarding.

2 Identify and develop talent and potential

- Identify the function's strategic challenges.
- Distinguish between the concepts of assessment and potential.
- Identify strategic resources.
- Organizing the process: cross-functional management and communication.
- Leading the process: conducting staff reviews.
- Developing potential and attracting talent.
- Retaining potential and talent.

3 Master all aspects of the recruitment interview

- Identify the issues and objectives of a recruitment interview.
- Ask your client about their recruitment needs.
- Decipher candidates' interview behaviors.
- Set the framework and create a secure, trusting relationship.
- Get the other person talking.
- Talking about the job and the company: attracting candidates.
- Conclude a recruitment interview.
- Write interview conclusions.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

4 Successful onboarding

- The challenges of onboarding.
- Preparing to welcome new employees.
- Monitoring new employees during their integration.
- Evaluation and feedback.

5 Certification

- SUP des RH contacts the candidate directly to schedule the certification exam.
- End-of-module exam based on practical case studies, covering all block topics.
- The exam covers the complete implementation of a recruitment process, based on a company context and specifications.
- Candidates are placed in a professional situation, so they have access to the Internet to search for information.
- Written test on PC with Internet access.

Dates and locations

REMOTE CLASS
2026 : 23 Mar., 26 Mar., 21 May, 11 June, 11 June, 24 Sep., 24 Sep., 29 Sep., 19 Nov., 19 Nov., 10 Dec.

PARIS LA DÉFENSE
2026 : 11 June, 24 Sep., 19 Nov.