

# Course : Recruiting in the public sector: from need to interview

*Practical course - 2d - 14h00 - Ref. ECR*

*Price : 1400 CHF E.T.*

This training course, designed for managers in the civil service, will enable you to master the recruiter's posture during interviews. You'll learn how to promote the position and how to objectively select candidates based on concrete criteria of profile-position-skill fit.

## Teaching objectives

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

- ✓ Writing a job description and promoting a recruitment offer
- ✓ Define selection criteria in line with the position to be filled
- ✓ Conducting a recruitment interview in compliance with regulations
- ✓ Apply candidate assessment methods objectively

## Intended audience

Civil service executives in team management positions, directors, department heads, office managers...

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Analysis of a job description, CV and cover letter, interview scenarios, case studies, group exercises.

## Course schedule

### PARTICIPANTS

Civil service executives in team management positions, directors, department heads, office managers...

### PREREQUISITES

No special knowledge required.

### 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.

## 1 Regulations governing recruitment interviews

- Identify the specific rules governing recruitment in the 3 civil services.
- Understand the specifics of using non-permanent staff.
- Identify information that cannot be requested.
- Understand the notion of discrimination.

### Exercise

Quiz ludique réalisé en sous-groupes.

## 2 Defining your needs

- Define objectives.
- Identify the characteristics of the position to be filled.
- Define the profile of the person you're looking for.

### Exercise

Identify different types of skills.

## 3 Analysis of the professional situation

- Present the work situation.
- Identify the context of the work situation.
- Analyze professional requirements.
- Identify the job's field of application.

### Group discussion

Discussions on the analysis of the recruitment context.

## 4 Drawing up a job description

- Decide on the job title.
- Define missions and activities.
- Define the technical skills and competencies required.
- Determine length of occupancy.
- Note possible opportunities.
- Present the required profile.

### Role-playing

Analysis of a job description, curriculum vitae and cover letter.

## 5 Writing an ad

- Identify your objective.
- Identify ad targets.
- Sort and prioritize information.
- Highlight the essential features of the job.
- Drawing up a plan.

### Exercise

List the essential information in an ad.

### 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 6 Interview stages

- Preparing for the interview: personal objectives and driving plan.
- Welcome and introduce yourself.
- Investigating: the questioning phase
- Analyze the candidate's profile.
- Detect a candidate's potential.
- Determine the sense of public service and the fit with the organization's culture.
- Presenting the position: marketing the position.
- Conclude the interview.

### Role-playing

Development of an interview grid based on a job description. Interview scenarios and proposal of an analysis grid.

## 7 Techniques for conducting an effective interview

- Take notes during the interview.
- Conduct interviews, listen, question and reformulate.

### Role-playing

Communication exercises.