

Course : Recruiting in the Age of AI: Responsible Practices for HR

Practical course - 2d - 14h00 - Ref. RAJ

Price : 1590 CHF E.T.

NEW

AI is revolutionizing HR practices: it can speed up the hiring process, while requiring rigor and ethical standards. This training will enable you to design and configure your own AI-assisted recruitment tools while complying with legal, ethical, and GDPR frameworks. You'll learn to identify biases, ensure fairness, and implement responsible algorithm governance. An immersive and practical experience designed to transform AI into a driver of performance and trust in your recruitment efforts.

Teaching objectives

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

- ✓ Explain the fundamentals of AI applied to recruitment and its practical use cases
- ✓ Identify the opportunities and limitations of AI tools in HR practices while enhancing the employer brand
- ✓ Using Generative AI Tools to Optimize Recruitment Processes
- ✓ Analyze ethical risks, biases, and impacts on diversity
- ✓ Apply legal requirements (GDPR, labor law, AI Act) to business practices. Build a recruitment process that integrates AI responsibly.
- ✓ Assessing the suitability of an AI tool for the organization

Intended audience

HR professionals, recruiters, HR business partners, and talent acquisition specialists with experience in the employee recruitment process

Prerequisites

None

PARTICIPANTS

HR professionals, recruiters, HR business partners, and talent acquisition specialists with experience in the employee recruitment process

PREREQUISITES

None

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.

Practical details

Teaching methods

Active learning. Structured theoretical content. Case studies. Small-group work. Group discussion and feedback. Sharing of a monitoring tool with prompts, resources, videos, and links.

Course schedule

1 Understanding the Basics of AI in Recruitment

- Definition and Types of AI (Generative AI, Machine Learning, NLP).
- HR use cases: sourcing, resume screening, matching, automated interviews.
- Current limitations of AI (hallucinations, dependence on data, lack of transparency).

Hands-on work

Quizzes and mapping: linking AI tools to their applications in recruitment.

2 Comply with the legal framework: GDPR, labor law, and the AI Act

- GDPR: Processing of Candidate Data, Consent, Data Minimization, Transparency.
- Labor Law: Non-Discrimination, Traceability, Automated Decision-Making.
- AI Act (EU): Classification of HR AI systems (high-risk), requirements (audit, documentation, human oversight).
- AI Governance in HR (charter, internal policies).

Exercise

Case Study: Create a checklist to verify best practices and compliance requirements (GDPR, AI Act, human oversight, performance, and discrimination risks).

3 Analyzing Biases and Ethical Issues in AI

- Algorithmic bias and indirect discrimination.
- Impact on diversity and inclusion.
- Human Responsibility Versus Automation.

Case study

In small groups, analyze a biased process and propose corrections.

4 Identify relevant use cases in HR practices while enhancing the employer brand

- Mapping the recruitment process (before, during, and after).
- Employer Brand and the Selection of AI Tools.
- HR Challenges That Can Be Resolved by AI.
- Criteria for Choosing an AI Tool (ROI, UX, Ethics).

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.

5 Using Generative AI to Optimize Business Practices

- Prompt engineering for recruiters (job postings, candidate messages, scoring).
- Task automation: writing, summarizing, and analyzing resumes.
- Best practices (human oversight, verification, confidentiality).

Exercise

Practical Exercise: Write a proposal and a tagline. Create an interview guide using AI.

6 Developing a Responsible AI Strategy for Recruitment

- Gradual integration into existing processes.
- Change Management Support (HR teams and managers).
- Monitoring, evaluation, and continuous improvement of practices.

Exercise

Action Plan: Develop an AI Roadmap Tailored to Your Business.

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Dates and locations

REMOTE CLASS

2026 : 14 Dec.

2027 : 28 Jan., 13 May, 17 June, 8 July, 7 Oct.,
9 Dec.