MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 21-Nov-2026

Course Profile Document

Human Resources Management

Employee Recruitment

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2878	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

The **Employee Recruitment** course by *Magna Skills* is designed to provide participants with modern strategies and tools for effective recruitment. The course covers the end-to-end hiring process, from defining job roles to onboarding, with an emphasis on best practices, diversity, and technology integration. Delivered by experienced facilitators, this course reflects *Magna Skills'* commitment to developing exceptional HR professionals.

Course Outcomes

- **Develop Comprehensive Recruitment Strategies**
  Participants will understand how to align recruitment plans with organizational goals, ensuring a targeted and effective hiring process.
- **Enhance Knowledge of Modern Recruitment Tools**
  Gain expertise in leveraging technology, such as applicant tracking systems and recruitment analytics, to optimize hiring decisions.
- **Create Inclusive and Ethical Recruitment Practices**
  Learn to foster diversity, equity, and inclusion while adhering to ethical hiring practices and legal compliance.
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Strengthen Candidate Engagement and Employer Branding

Develop strategies to enhance employer reputation and engage top talent throughout the recruitment process.

- **Design Effective Onboarding Programs**

  Understand how to create onboarding systems that improve new hire retention and ensure a smooth transition into the workplace.

Course Outline / Curriculum

Recruitment Strategy Development

- Understanding workforce planning and forecasting.
- Designing recruitment strategies that align with business objectives.
- Incorporating flexibility to adapt to market changes.

2. Identifying Talent Needs and Job Profiling

- Crafting detailed job descriptions and specifications.
- Conducting skills gap analysis for effective hiring.
- Collaborating with departments to define role expectations.

3. Sourcing Techniques: Traditional and Digital Methods

- Exploring digital platforms, including LinkedIn, Indeed, and niche job boards.
- Leveraging employee referral programs and networking events.
- Building talent pipelines for future recruitment needs.

4. Screening and Shortlisting Candidates

- Using applicant tracking systems (ATS) to manage applications.
- Conducting effective initial screenings to identify top candidates.
- Establishing fair and unbiased selection criteria.

5. Conducting Effective Interviews

- Designing structured interview questions aligned with job requirements.
- Techniques for behavioral and competency-based interviews.
- Assessing cultural fit and long-term potential during interviews.

6. Using HR Technology and Recruitment Analytics

- Understanding the benefits of ATS and recruitment management systems.
- Analyzing data to track hiring trends and improve processes.
- Integrating AI and machine learning for smarter recruitment decisions.

7. Employer Branding and Candidate Engagement

- Building an appealing employer value proposition (EVP).
- Maintaining transparent and timely communication with candidates.
- Showcasing company culture through social media and recruitment campaigns.

8. Building Inclusive Recruitment Practices

- Identifying and eliminating biases in hiring processes.
- Implementing inclusive language in job postings and interviews.
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Encouraging diversity through targeted outreach strategies.

9. Legal and Ethical Considerations in Recruitment

- Ensuring compliance with labor laws and anti-discrimination policies.
- Managing confidentiality and ethical challenges during recruitment.
- Understanding global legal frameworks for hiring.

10. Onboarding and Retention Strategies

- Creating onboarding programs that foster employee satisfaction.
- Setting up mentorship and support systems for new hires.
- Measuring onboarding effectiveness and retention rates.

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Employee Recruitment
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____