

# TRAINING FOR RECRUITMENT

- Building Skills for Effective Recruitment



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# ABOUT US

**Welcome to Pertecnica, your gateway to skill elevation! We specialize in providing targeted training for employees, equipping them with the tools to excel in their roles. Our expert-led programs ensure a seamless blend of theory and practical application, fostering continuous growth. At Pertecnica, we don't just train; we empower professionals for success in today's fast-paced work landscape.**



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# SPECIALIZED TRAINING PROGRAMS

## - for Recruitment

Pertecnica Engineering stands as a distinguished leader in India's employee training domain, specializing in optimizing the recruitment process. Our tailored services in this area are meticulously designed to equip professionals with the tools and strategies necessary for effective talent acquisition. Through immersive workshops and comprehensive modules, we cover candidate sourcing, interviewing techniques, assessment methodologies, and diversity in hiring.

### Employee Trainings for Recruitment

| Recruitment Fundamentals  | Sourcing Candidate Identification  | Candidate Screening and Assessment   |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Introduction to recruitment processes and best practices.</li> <li>• Understanding job roles and candidate requirements.</li> <li>• Recruitment terminology and concepts.</li> </ul> | <ul style="list-style-type: none"> <li>• Effective sourcing strategies (e.g., job boards, social media, networking).</li> <li>• Passive candidate outreach and talent mapping.</li> <li>• Building candidate pipelines.</li> </ul> | <ul style="list-style-type: none"> <li>• Resume screening and application review.</li> <li>• Conducting initial phone screenings.</li> <li>• Interview techniques and candidate assessment methods.</li> </ul> |







**Diversity and Inclusion in Recruitment:**

- Promoting diversity and inclusion in hiring.
- Reducing biases in the recruitment process.
- Inclusive job descriptions and candidate evaluations.

**Employer Branding and Recruitment Marketing:**

- Building a strong employer brand.
- Recruitment marketing strategies & employer value propositions.
- Leveraging online social media for recruitment.

**Behavioral Interviewing Techniques:**

- Conducting behavioral interviews to assess candidate competencies.
- Probing for specific examples of past behaviors.
- Making objective hiring decisions.



**Legal and Ethical Aspects of Recruitment:**

- Compliance with employment laws and regulations.
- Equal opportunity employment and anti-discrimination practices.
- Data privacy and confidentiality in recruitment.



**Talent Acquisition Technology and Tools:**

- Utilizing applicant tracking systems (ATS) and recruitment software.
- Automating recruitment workflows and processes.
- Data analytics and reporting in recruitment.

**Onboarding and Candidate Experience:**

- Creating a positive onboarding experience for new hires.
- Measuring and improving candidate experience.
- Reducing time-to-hire and improving time-to-productivity.



**International and Global Recruitment:**

- Recruitment strategies for global talent acquisition.
- Immigration and visa considerations.
- Cross-cultural recruitment challenges & strategies.

**Executive Search and Leadership Recruitment:**

- Executive search methodologies and strategies.
- Identifying and recruiting C-suite and leadership talent.
- Succession planning and leadership development.



**Recruitment in Healthcare and Medical Fields:**

- Healthcare talent acquisition and staffing.
- Compliance with healthcare regulations (e.g., HIPAA).
- Credentialing and licensing considerations.



**Recruitment in Information Technology (IT):**

- IT recruitment strategies and skills.
- Technical assessments and skill testing.
- Staying updated on IT trends and technologies.

**Recruitment in Sales and Marketing:**

- Sales and marketing talent acquisition.
- Assessing sales and marketing skills and competencies.
- Recruitment strategies for sales teams.



**Recruitment in Education and Academia:**

- Recruitment in educational institutions.
- Academic faculty and staff recruitment.
- Compliance with education industry regulations.



## Why Choose Pertecnica Engineering?

- **Expertise & Relevant Experience:** We have in-depth expertise in the specific subject matter and relevant industry experience. This ensures that the training is not only theoretically sound but also practically applicable to real-world scenarios in the company's specific field.
- **Customization and Relevance of Content:** Our tailored programs that align with the company's objectives, culture, and the specific skill gaps of the employees are highly valued.
- **Measurable Outcomes and ROI:** Our training will lead to tangible improvements in employee performance and productivity, thereby offering a strong return on investment (ROI).
- **Flexibility & Innovative Delivery Methods:** Flexibility in terms of scheduling, format (in-person, online, hybrid), and adaptability to different learning styles. We offer innovative and engaging training methods that keep employees motivated and facilitate effective learning.

