



**CAPACITY-BUILDING OF THE GEORGIAN LEADERSHIP
COMMUNITY FOR IMPROVED DECISION-MAKING
AND NEGOTIATION SKILLS**

HR Professional Training Program

**RECRUITMENT
PART TWO**

**23 – 25 May 2011
Tbilisi**

**The Georgian Foundation for Strategic and International Studies
3a Shio Chitadze Street**

23 March

Recapitulate the structure of COMPETENCE BASED RECRUITMENT MODEL. How to carry out Job Analysis and Job Description for a specific Person. Specification covering important suitability requirements.

Working climate and team building - considering the environment to which you are about to recruit.

Making plans for the search process aiming for a good balance between number of applications and a good sample of attractive candidates.

24 March

The assessment process.

Assessing applications.

Recommendations for development of interviews in the Georgian Ministries. Ambitions (objectives) and practical possibilities for change.

Interview techniques:

Common questions which could be used in the future to find out in which way a candidate is

- Communicative
- Logical - analytical
- Independent
- Co-operative
- Creative
- Result-orientated

Reporting from each group

Interview play

Discussion and reflections.

25 March

Factors that influence our assessment of different characters - verbal and non-verbal communication.

The use of tests - Introduction

Brief summary of the OPQ - how it is constructed and carried out in practice. Advantages and disadvantages.

IQ-test

Taking references.

Need of future development.