



**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.