



UNIQUE SOLUTIONS IN PARTNERSHIP

OBJECTIVE

The overarching purpose of the seminars is to increase knowledge and professionalism in personal assessment and recruitment.

The aim of the certification is to guarantee that all the certified participants independent of position, meet an intended quality worldwide.



PURPOSE

To increase the professionalism in HR concerning recruitment and Personal assessment. The purpose of the seminar is to create understanding of how to:

- analyse and identify more precise competence- and capacity needs.
- define key resource employees' competences.
- look for potentials.
- construct efficient job-profiles.
- collect adequate information on candidates.
- use tests
- interview effectively to permit an adequate assessment.
- analyse and interpret information from interviews.
- translate information from an interview into an assessment.
- write a report and share it with the line-manager.



CONTENTS

The seminar is an forum where the HR participants have opportunities to enter deeply into the recruitment process with focus on how to collect adequate information of candidates and how to use this information for a valid and reliable personal assessment.

The seminar extends over 4 days in 3 modules. In the first module maximum 8 persons participate in each seminar. In the second module participants are reduced to 2 in each group to admit individual support and feedback and for the certification there are 2 persons in each group as well. This arrangement also contribute to minimize the loss of productive working days.

MODULE 1 Day 1.

Exercise:

Introductory exercise on assessment

Theory:

Introduction
Traps in assessing people
Prognosis – potentials
Job-profiles
Company visions-Competences
Personal Capacities
Introductory remarks on interviews

LUNCH

Exercise:

Case study. Listening to an pre-recorded interview.
Individual assessment of the case.
Discussion and comparison of the individual assessments.



MODULE 1 Day 2.

Exercise (continuation):

Further discussion and comparison of the individual assessments.

LUNCH

Theory:

Conclusions concerning interviews
Conclusions concerning personal assessment

Exercise:

Final exercise on “intimate questions”.

Final discussion and sum up.

Following 2-3 weeks:

Each participant prepares a recorded interview with a potential candidate for a given position.



MODULE 2 & 3

MODULE 2

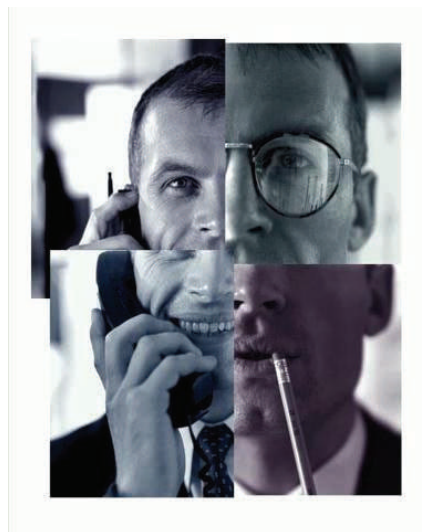
Analysis of each participant's interview. Assessment of each interviewee is accomplished. Individual feedback on the interview and assessment is given to each participant.

Following 2-3 weeks

Each participant prepares a recorded interview with a potential candidate for a given position. A written report and assessment is also prepared.

MODULE 3

Certification. Analysis of each participant's interview. Assessment of each interviewee is accomplished and the written report and assessment is compared with the interview. Individual feedback and decision concerning certifications given to each participant.



CERTIFICATION CRITERIONS

Formal criterions:

1. Participation in all the 3 modules of the seminar.
2. Accomplishment of two recorded interviews and assessments presented and analysed during the seminar.

Assessed criterions:

1. ability to create a job-profile
 - a. define relevant competences
 - b. match behaviours to different competences
2. ability to match a job profile in an interview
 - a. ability to map interview data to the job-profile
 - b. ability to match job profile with questions in the interview
 - c. ability to match job profile with answers in the interview
3. ability to
 - a. plan an interview
 - b. establish a working relation in an interview
 - c. dispose an interview in an adequate manner
 - d. balance the dynamics in an interview
 - e. tolerate and encourage a reasonable intimacy
 - f. listen with a sensitive ear
 - g. formulate adequate questions
 - h. follow up crucial themes
 - j. collect adequate information
 - k. make observations in the interview





UNIQUE SOLUTIONS IN PARTNERSHIP



FERENC ALBERT

- **Ph D**, University of Stockholm
- **Senior Psychologist** authorized by the Swedish National Board of Health
- **Aviation Psychologist** authorized by the Swedish Board of Civil Aviation
- Former **Assistant Professor** at University of Stockholm
- Former **Psychotherapist** at the Institute of Psychotherapy, Stockholm.
- **Visiting Professor** at Kasetsart University, Bangkok
- **Lecturer** at KTH Executive School
- **Consultant** for major international companies.

- ABB
- ADECCO
- BP CHINA
- CHINA AIRLINES
- EFG INVESTMENT BANK
- EMERSON
- ERICSSON
- GAMBRO
- KORN/FERRY INTERNATIONAL
- SCANDINAVIAN AIRLINES
- SCANIA
- SHANGHAI AIRLINES
- STORA ENSO
- THAI AIRWAYS INTERNATIONAL PLC
- UNILEVER
- WALLENIOUS & WILHELMSSEN LINES