



Employee Recruitment

SEHG-HR-6255 · Business · approx. 11 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Human Resources course covering employee recruitment. Self-paced lessons with applied exercises.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 11 instructional videos — 11 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English · Español

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — Introduction to Recruitment**
 - What is Recruitment?
 - Challenges and Trends
 - Sourcing Candidates
 - Requirements
- **Module 3 — The Selection Process**
 - Job Analysis and Descriptions
 - The Approach
 - The Recruitment Interview
 - Testing
- **Module 4 — Setting Goals**
 - Using the G.R.O.W. Model
 - Identifying Goal Areas
 - Setting SMART Goals
 - Using a Productivity Journal
- **Module 5 — The Interview**
 - Phone Interviews
 - Traditional Interviews

- Situational Interviews
- Stress Interviews
- **Module 6 — Types of Interview Questions**
 - Direct Questions
 - Non-Direct Questions
 - Hypothetical or Situational Questions
 - Behavioral Descriptive Questions
- **Module 7 — Avoiding Bias in Your Selection**
 - Expectancy Effect
 - Primacy Effect
 - Obtaining Bias Information
 - Stereotyping
- **Module 8 — The Background Check**
 - Preparation
 - Data Collection
 - Illegal Questions
 - Being Thorough Without Being Pushy
- **Module 9 — Making Your Offer**
 - Outlining the Offer
 - Negotiation Techniques
 - Dealing with Difficult Issues
 - Sealing the Deal
- **Module 10 — Orientation and Retention**
 - Getting on the Right Track
 - Your Orientation Program
 - The Checklist
 - Following Up
- **Module 11 — Measuring the Results**
 - Cost Breakdown
 - Employee Quality
 - Recruiter Effectiveness
 - Fine Tuning
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-HR-6255 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.