Advanced Recruitment and Psychometric Assessment Training Course

3 – 7 May 2027
Vienna

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Training Center

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Ref: 1612_219023 **Date:** 3 – 7 May 2027 **Location:** Vienna **Fees:** 5700 Euro

Overview

Advanced Recruitment and Psychometric Assessment Training Course is a one-week course for recruitment managers, talent acquisition professionals, HR business partners, hiring managers, and assessment specialists, who leave with an Auditable Selection Plan. The course connects job analysis, psychometric assessment governance, structured interviews, assessment centers, validity evidence, fairness controls, and candidate decision matrices. It addresses inconsistent hiring evidence through documented criteria and multi-method evaluation. Agile Leaders Training Center develops advanced recruitment assessment practice.

Who Should Attend

- Professionals responsible for designing recruitment and candidate assessment processes
- Leaders accountable for hiring quality, fairness, and documented selection decisions
- Partners who advise business units on role requirements and selection evidence
- Specialists responsible for psychometric assessment governance and supplier review
- Managers who participate in structured interviews and assessment centers

The course assumes participants already contribute to recruitment decisions, and leaves out authorization to administer restricted tests, clinical diagnosis, and legal advice.

Departments and Industries

The course supports recruitment assessment across public services, financial services, manufacturing, technology, healthcare, and professional services.

- Human resources and talent acquisition departments
- Organization development and workforce planning teams
- Risk, governance, and internal control functions
- Technology, manufacturing, and engineering organizations
- Healthcare, hospitality, and professional service organizations

Learning Objectives

By the end of this course, participants will be able to:

- Analyze roles and define job-related selection criteria
- Evaluate psychometric test validity, reliability, and norm-group relevance
- Build structured interview and assessment-center evidence guides
- Apply fairness, accommodation, and candidate data controls
- Use weighted decision matrices to integrate selection evidence
- Build an auditable selection plan with governance checkpoints

Course Agenda

Day 1: Role Evidence and Selection Architecture

- Job Analysis Evidence Map and Role Success Profile
- Selection Criteria and Competency Indicator Matrix
- Assessment Purpose and Evidence Requirement Canvas
- Multi-Method Selection Architecture and Decision Flow
- Selection Risk, Stakeholder, and Accountability Register

Day 2: Psychometric Assessment Governance

- Test Purpose and Intended-Use Definition Template
- Technical Manual Review and Evidence Checklist
- Reliability, Validity, and Measurement Error Analysis
- Norm-Group Relevance and Score Interpretation Guide
- Test-User Competence and Supplier Governance Matrix

Day 3: Structured Interviews and Assessment Centers

- Structured Interview Question and Probe Design Method
- Behavioral Indicator and Rating Anchor Framework
- Interviewer Calibration and Scoring Consistency Protocol
- Assessment-Center Exercise and Evidence Matrix
- Assessor Observation, Integration, and Moderation Guide

Day 4: Fair Decisions and Evidence Integration

- Candidate Information and Informed Participation Checklist
- Reasonable Accommodation and Accessibility Decision Guide
- Candidate Data Access, Retention, and Security Control Map
- Adverse Impact Monitoring and Fairness Review Routine
- Weighted Selection Decision Matrix and Evidence Thresholds

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Day 5: Selection Governance Practice

- Exercise: Role Evidence and Selection Architecture Review
- Exercise: Psychometric Technical Evidence Evaluation
- Exercise: Interview and Assessment-Center Calibration
- Exercise: Fairness and Candidate Decision Moderation
- Capstone: Auditable Selection Plan

Practical Exercises

The course uses suggested activities to connect recruitment assessment evidence with governed hiring decisions.

- Suggested activity: convert a role scenario into job-related selection criteria and an evidence map
- Suggested activity: review a test manual for validity, reliability, norm groups, and intended-use limits
- Suggested activity: calibrate structured interview ratings and assessment-center observations
- Suggested activity: present an Auditable Selection Plan with controls, owners, decision rules, and records

FAQs

Who suits the Advanced Recruitment and Psychometric Assessment Training Course?

Recruitment and HR professionals who already contribute to hiring decisions suit the course; it assumes practical selection experience and does not authorize administration of restricted instruments.

How does advanced recruitment assessment differ from a general interviewing course?

Advanced recruitment assessment integrates role analysis, psychometric evidence, structured interviews, assessment centers, fairness controls, and documented decision rules; a general interviewing course concentrates mainly on interview preparation and technique.

How should psychometric assessment evidence support candidate selection?

Psychometric assessment evidence should address a defined job-related purpose, appropriate validity and reliability evidence, relevant norm groups, qualified interpretation, and integration with other selection methods.

What makes a recruitment selection decision auditable?

An auditable selection decision uses predefined criteria, consistent administration, documented scores, clear weighting rules, recorded accommodations, moderation evidence, accountable approvals, and controlled records.

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How can recruitment assessment improve fairness?

Recruitment assessment improves fairness when methods are job-related, accessible, consistently administered, evidence-based, monitored for adverse patterns, and reviewed through documented decision governance.

Conclusion

Participants take back an Auditable Selection Plan. It connects role evidence, assessment methods, technical review, structured scoring, accommodations, candidate data controls, decision rules, and accountable owners. The plan changes fragmented selection activity into a governed process that can be applied, reviewed, and improved across hiring teams.