

### Certified Recruitment Professional (CRP)

OEM: Global Skill Development Council • Duration: 5 Days (40 hrs) • Code: GSDC-CRP

#### COURSE MODULES & TOPICS

##### 1 Introduction to Hiring/Recruitment

- Significance & definition of Hiring Skills
- Conventional Vs Contemporary hiring skills
- Myths Vs Reality around hiring
- Cost Analysis — Good vs Bad Hiring
- Brand Goodwill & Market Positioning
- Professional Work Ethics and Standards
- Candidate Experience

##### 2 Effective Hiring/Recruitment

- Everest Hiring SOPs
- STAR Model of Hiring
- Universal Hiring Process
- Understanding Effective use of Hiring tools & aids
- 3Rs — Right Fit, Right Job, Right Time
- Making Best Hiring Possible
- Common Hiring Errors
- Hiring Red Flags
- Do's & Don'ts of Hiring
- Handling Difficult Hiring Situation & Candidates

##### 3 Introduction to Boolean Search

- Five Fundamental Boolean Operators
- Boolean Operators (AND, OR, NOT)
- Parenthesis and Boolean String
- Keyword Identification & Job Description Understanding
- Locating Synonyms and Alternative Terms
- Advanced Boolean Operators (Wild Card \*, Tilde ~)

##### 4 Social Media Recruitment

- Stack Overflow (IT)
- Behance
- Quora (IT/finance)
- Twitter (All Domain)
- Meetup.com (All domain)
- Dribbble (IT)
- Personal Branding on Social Media
- Building Online Talent Communities
- Facebook (all domain)
- Instagram (all domain)
- Network Management (1st, 2nd, 3rd-degree connections)

## 5 LinkedIn Recruitment

- Market Intelligence & Talent Mapping
- Find Global talent on LinkedIn

## 6 AI Tools and Chrome Extensions

- Tools for creating Boolean
- Instant Data Scrapper Tools
- Hireez (Hiretual)
- Seekout
- Lusha
- ZoomInfo
- Introduction to More Niche Platforms (GitHub, Elance)
- Hacks for Finding Contact Details

## 7 Talent Mapping

- Proactive Talent Identification
- Excel for Talent Mapping
- Data Gathering from Social Platforms & Job Boards

## 8 Gen AI in Recruitment

- AI-Powered Job Ad Creation
- AI in Screening and Assessment
- Automated Candidate Outreach & Emails
- AI-Generated Feedback for Application Rejection
- AI-Driven Role Fit Analysis
- Resume Shortlisting Using AI
- AI for Passive Candidate Identification
- AI-Powered Resume Parsing
- Creating Candidate Profiles with AI

- AI for Competitor Talent Mining
- AI-Driven Sourcing on GitHub
- Verifying Candidate Information with AI

## **9 Personalized 1-1 Trainer Session**

- Personalized 1-on-1 Trainer Session with ongoing access to relevant topics and lifelong support