Soft skills

# Recruiting and Building a Team

One day to recruit well and build a complementary team. You learn to define the real need, write a competency-based job profile, run a structured interview, decide jointly on shared criteria and make onboarding work. The exercises use a post you have to fill, operator, technician, sales or team leader, within the general principles of Moroccan labour law.

**Duration : 1 day**

## Objectives

1. Analyse the need before recruiting: replacement, new post, reorganisation, team balance
2. Write a job profile based on the skills and behaviours expected
3. Run a structured recruitment interview, with questions about situations the candidate has lived
4. Decide on shared criteria while limiting biases and any form of discrimination
5. Prepare the new employee's onboarding and the follow-up of their probation period

## Programme

**Day 1 — morning**

• Before recruiting: the real need, internal solutions, balance of profiles in the team

• From post to profile: missions, technical skills, behaviours, working conditions

• Sources of applications: internal mobility, referral, job ads, schools and training centres

• Exercise: job profile for a recruitment under way in your department

**Day 1 — afternoon (workshop)**

• Structured interview: questions on lived situations, practical test at the workstation

• Common assessment grid, joint decision and the recruiter's frequent biases

• Legal framework in general terms: non-discrimination, contract, probation period, to be validated with your HR

• Onboarding: welcome, buddy system, milestone reviews during the probation period

• Workshop: simulated interviews and decision grid, then knowledge test

## Teaching methods

• Work on a real post to be filled in each participant's department

• Simulated interviews in groups of three: recruiter, candidate, observer

• Analysis of fictional candidate profiles for a maintenance technician post

• Interview grid and decision grid handed out at the end of the session

• Welcome and onboarding checklist to adapt to your company

## Assessment and documents

Knowledge test and a simulated recruitment interview, assessed against a grid. Follow-up evaluation at D+1; numbered certificate verifiable online for each participant, training report for the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

**Good to know**

Once the team is formed, "Building a High-Performing Team" (2 days) covers cohesion and how the group works together. The detailed legal rules on recruitment remain the responsibility of your HR function.

## Practical information

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| **Duration** | 1 day |
| **Audience** | Line managers, department heads, team managers, recruitment officers |
| **Prerequisites** | No prerequisites; bring a post to fill or recently filled |
| **Group size** | Groups of 6 to 12 participants, in-company |
| **Format** | In-company, face to face on your site |
| **Language** | French, Darija or English; bilingual materials |
| **Funding** | OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost. |
| **Programme customisation** | Programme adapted to your procedures, your equipment and your audience |

## Frequently asked questions

**Is the training for managers or for HR?**

First for line managers who recruit with HR's support. Recruitment officers can take part: the session then aligns job profiles and interview grids between the two functions.

**Is labour law covered?**

In general terms only: non-discrimination, employment contract, probation period. The training does not replace the advice of your HR function or your counsel on a specific case.

**How does it differ from "Building a High-Performing Team"?**

This day is about choosing people and their arrival. "Building a High-Performing Team" is about how an existing team works: roles, common rules, cohesion, results.

**Does the method suit large-scale recruitment, for example for a seasonal campaign?**

Yes. For operator posts recruited in numbers, the day shows how to simplify the grid, organise practical tests at the workstation and share the interviews among several assessors.