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COURSE BROCHURE

# AI in Recruitment and HR Management Training Course

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Manama

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Registered in the United Kingdom and Saudi Arabia

# AI in Recruitment and HR Management Training Course

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AI in Recruitment and HR Management is a 1-week training course for HR managers, talent acquisition leads and HR business partners, who leave with a recruitment AI adoption plan. AI-written CVs and vendor screening tools have changed how candidates are found and judged, so HR functions must decide where automation helps and where it harms fairness. The course is delivered by Jupiter Prime Training.

## Why AI in Recruitment and HR Matters Now

Three forces shape AI in recruitment and HR today: applicant tracking and sourcing vendors that embed ranking models, candidates who use generative AI to tailor every application, and employment and equality rules that hold employers responsible for automated hiring decisions. An HR function that handles this well fills roles faster and can explain every shortlist. One that handles it badly screens out qualified people and inherits bias it cannot see. The course draws on the NIST AI Risk Management Framework NIST AI RMF for its fairness and oversight checks.

## Who Gains Most from AI in Recruitment and HR

- Talent acquisition leads who own sourcing channels, screening rules and time-to-hire
- HR business partners who advise line managers on hiring decisions and workforce needs
- HR operations managers who select and configure applicant tracking and HR information systems
- Employee relations specialists who track engagement, sentiment and attrition signals
- Diversity and inclusion managers who monitor fairness across the hiring funnel

An in-house recruitment and HR business partnering group gains most when its sourcing, systems and diversity leads attend together.

## AI in Recruitment and HR Capabilities

Participants rebuild each hiring stage as an AI-assisted step with fairness checks.

- Assess which recruitment stages benefit from AI sourcing, parsing or ranking — talent acquisition budget decisions
- Design structured interview scorecards — hiring managers
- Calculate adverse impact ratios on shortlists produced by screening algorithms — diversity and legal reviewers
- Specify vendor due diligence questions for AI hiring tools — HR technology procurement
- Apply sentiment analysis and attrition indicators to workforce planning — HR business partners and finance
- Build candidate experience safeguards, including disclosure and human review rights — applicants and the employer brand

## Key AI in Recruitment and HR Terms

- Applicant tracking system ATS — software that manages job postings, applications and candidate progress.
- CV parsing — automated extraction of skills, experience and education from a CV.
- Adverse impact ratio — the selection rate of one group divided by that of the highest-selected group, used to flag possible bias.
- Structured interview — an interview using the same job-related questions and scoring scale for every candidate.
- Employee sentiment analysis — using text analytics on surveys and feedback to detect mood, concerns and engagement trends.
- Skills taxonomy — a shared list of named skills and levels used to match people to roles and plan development.

## AI in Recruitment and HR Day by Day

### Day 1: The AI-Shaped Hiring Funnel

- Hiring Funnel Mapping — Where AI Enters from Requisition to Offer
- Generative AI for Job Descriptions — Inclusive Language and Role Clarity
- Candidate Use of AI — Authenticity Checks Without Penalising Applicants
- Employment and Equality Rules on Automated Decisions — Employer Accountability
- Recruitment Metrics Baseline — Time-to-Hire, Quality-of-Hire and Drop-Off

### Day 2: Sourcing and Screening with AI

- AI-Assisted Sourcing and Talent Pools — Widening Reach Beyond Job Boards
- CV Parsing and Skills Taxonomies — Matching Candidates to Role Requirements
- Ranking Algorithms in the ATS — Reading Scores and Their Limits
- Recruitment Chatbots — Pre-Screening Questions and Candidate Scheduling
- Knockout Criteria Design — Avoiding Proxies for Protected Characteristics

### Day 3: Assessment, Interviews and Fairness Audits

- Structured Interview Scorecards — Consistent Evidence for Hiring Panels
- Interview Analytics and Transcription Tools — Supporting, Not Replacing, Judgement
- Adverse Impact Ratio Testing — Checking Shortlists for Group Disparities
- Bias Audit of Hiring Algorithms — Data, Features and Outcome Reviews
- Vendor Due Diligence Checklist — Explainability, Validation and Data Rights

### Day 4: Workforce Planning and Employee Insight

- AI-Supported Workforce Planning — Demand Forecasts by Role and Skill
- Employee Sentiment Analysis — Turning Survey Comments into Action Themes
- Attrition Risk Indicators — Ethical Use in Retention Conversations
- Onboarding Assistants — First-Ninety-Day Questions and Knowledge Access
- Employee Data Privacy Notices — Consent, Purpose and Retention Limits

## Day 5: Practising the Recruitment AI Adoption Plan

- Use-Case Prioritisation Grid — Applying Funnel Mapping and Metrics
- Fairness Check Schedule — Applying Adverse Impact and Bias Audits
- Candidate Experience Safeguards — Disclosure, Appeal and Human Review
- Change Briefing for Hiring Managers — Applying Scorecard Discipline
- Recruitment AI Adoption Plan — Use Cases, Owners, Safeguards and Measures

## Applying AI in Recruitment and HR After the Course

- Run an adverse impact ratio check on the last two hiring campaigns screened by the applicant tracking system.
- Rewrite three high-volume job descriptions with generative AI and test them with hiring managers for inclusive language.

## AI in Recruitment and HR Questions FAQ

### What is AI in recruitment and HR management and why does it matter now?

AI in recruitment and HR management is the use of sourcing, screening, analytics and assistant tools across hiring and people processes. It matters now because vendors embed AI by default, candidates use it too, and employers remain accountable for automated decisions in retail and healthcare alike.

### Which roles gain most from AI in recruitment and HR management training?

Talent acquisition leads, HR business partners, HR operations managers, employee relations specialists and diversity managers gain most. You benefit if you choose hiring tools or set screening rules.

### How does AI in recruitment and HR management differ from a longer advanced HR analytics course?

AI in recruitment and HR management is a practitioner course centred on the hiring funnel and its fairness checks. A longer advanced course goes deeper into machine learning methods, talent marketplaces and enterprise-wide talent strategy.

### What do you bring back from AI in recruitment and HR management training?

You bring back a prioritised set of AI use cases for your hiring funnel. Each has an owner, a fairness check schedule and candidate safeguards.

## AI in Recruitment and HR: The Way Forward

The recruitment AI adoption plan first informs which hiring stage receives AI support next. Talent acquisition leads, HR business partners and the diversity manager use it to agree tools, safeguards and measures. After the first hiring cycle, revisit the adverse impact results and candidate feedback, since they show whether speed gains came at the cost of fairness.