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# ChatGPT training for HR recruitment
## 1 day (7 hours)

## PRESENTATION

Our ChatGPT training for recruitment is the solution for optimizing your hiring processes in your human resources (HR) department.

In fact, our training covers all aspects of recruitment, from the creation of the job offer to the announcement of the results of the interview, via the profile selection and analysis phase.

During this course, you will also learn how to use ChatGPT in the right way to avoid errors linked to the model's limitations or ethical risks. You'll learn how to take advantage of the tool's full power to maximize a crucial issue in the professional world.

After completing our ChatGPT 4o training course for recruitment, you'll be able to use ChatGPT to simplify candidate selection, improve application rates and strengthen your employer brand.

## Objectives

- Learn about the benefits of ChatGPT for recruitment
- Understanding the risks and limits of using AI
- Optimize your recruitment process with ChatGPT

## Target audience

- Human Resources Manager
- Recruitment manager
- Recruitment Consultant
- HR Manager
- Recruiter
- Headhunter

- ESN Sales

# Prerequisites

- It is necessary to have the paid version of ChatGPT and to make an initial payment (of at least $5) to the OpenAI API account.
- Recruitment experience

# ChatGPT training program for HR recruitment

## Why use ChatGPT for recruitment?

- Avoiding bias
- Accelerate profile analysis
- Improving selection tests
- Get ideas
- Automate your recruitment process

## How to use ChatGPT

- ChatGPT's limits: When can you trust it?
- The importance of context: things to remember
- Good usage practices
- Plugins for efficiency
- Ethical and legal risks

## Creating the job offer

- How can ChatGPT strengthen your employer brand?
- Using ChatGPT to improve ad quality
- Improving legibility
- Improve application rates
- Simplify the job description
- Find keywords

## Prospecting

- Create a Boolean search to find relevant profiles on LinkedIn
- Approach customers with personalized, persuasive messages

## Preselection

- Resume analysis with ChatGPT
- Request a summary of your CV and cover letter
- Ask ChatGPT job-related questions
- Improve the quality of your e-mails
- Create better headers
- Create a better mail body

## Following the interview

- Create compelling emails for selected candidates
- Create empathetic e-mails for unsuccessful candidates

# Companies concerned

This training course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

# Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire which enables us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives for the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

# Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

# Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

# Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

# Sanction

A certificate will be issued to each trainee who completes the course.