

IT RECRUTER COURSE PROGRAM CONSISTS OF 2 PARTS: MODERN RECRUITMENT & TECHNICAL COMPETENCE

Curriculum group: 0413 Management and administration & 068 Interdisciplinary study field of information and communication technology curriculum groups



100 academic hours

64 hours of online studies, 36 hours of practical work. A lot of feedback and support.



18 educational modules

35 pre-recorded video lessons in Modern Recruitment and 47 in Technical Competence.



9 weeks of practice

If you're a newbie, get help with job search. If you are a recruiter, get help to fill your vacancies.



18 bonuses to win

17 great bonus video lessons and sourcing library to win if you pass the assessments.



11 live meetings with speakers and experts

Each one is 2 academic hours, with answers to all your questions and support from the mentors.

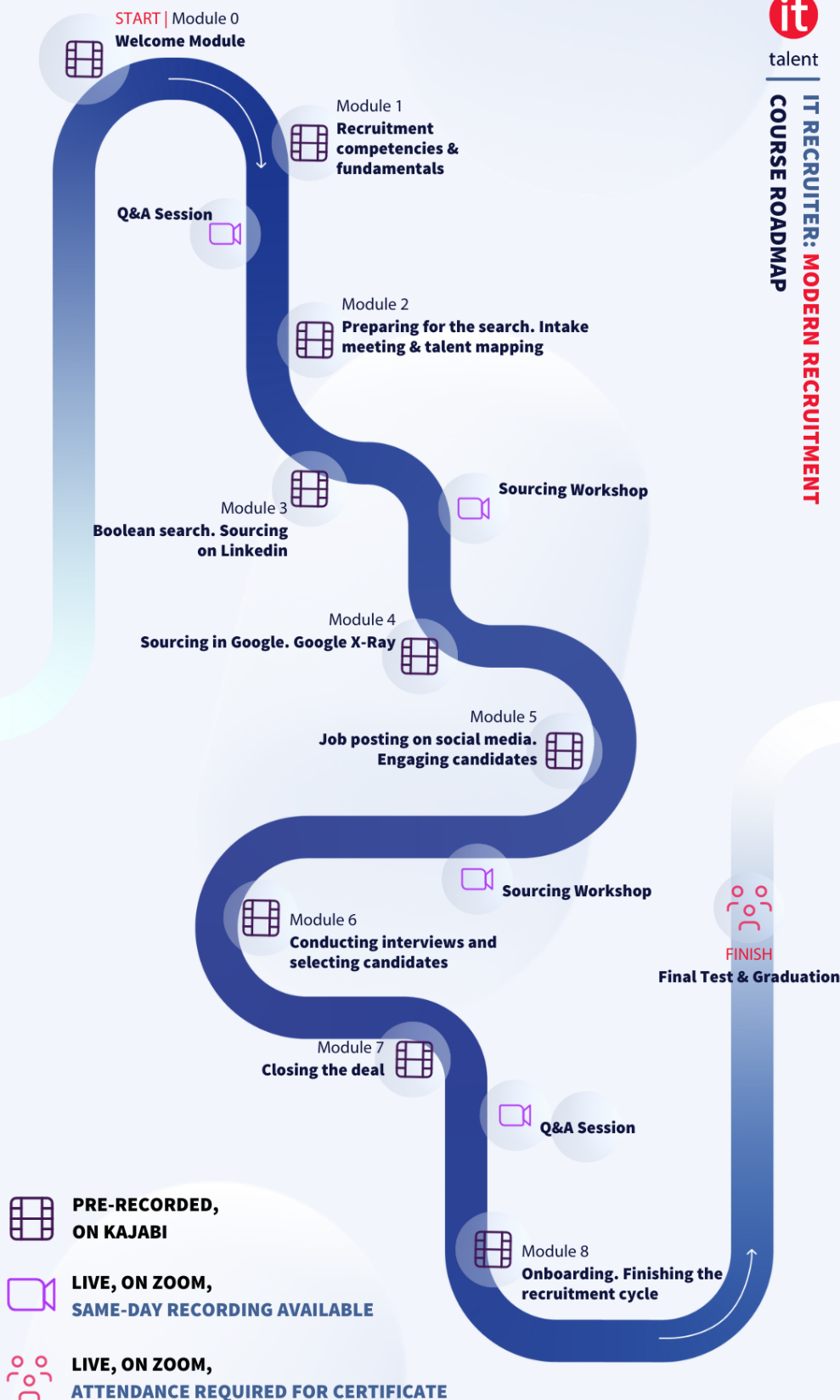


More than 30 useful files and manuals

17-page IT Knowledge Base + IT Mind Maps + Recruiter's Toolkit to work on a daily basis.

HERE'S EVERYTHING YOU NEED TO GET STARTED THE COURSE ROADMAP & A DETAILED CURRICULUM

*Curriculum group: 0413
Management and
administration curriculum
group*



MODERN RECRUITMENT COURSE PROGRAM

Module 1. Recruitment competencies & fundamentals

You will learn:

- Myths and reality of the recruiter profession.
- What competencies should a successful and productive recruiter have?
- What roles are there in recruitment? Recruiter's career path.
- Recruitment Life Cycle. What are the phases of systemic recruitment?
- How to build effective cooperation between in-house and agency.
- How to save a candidate's personal information according to GDPR law.
- How to choose a suitable candidate management platform for a smooth recruitment process.

Module outcomes:

- You will eliminate all doubts and questions about the profession.
- Pencil down what competencies and skills you already possess and need to master.
- Understand what role in the recruitment department suits you the best. Make a career growth roadmap.
- You will know the principles of systematic recruitment and be able to apply them.
- You'll understand the nuances of storing personal data according to GDPR and choosing a candidate management platform for conducting the recruitment process.

Takeaways:

- Related additional materials, articles and videos.
- Step-by-step Guide From Zero to Hero. A Successful Recruitment Career Path.

Bonus:

- How To Lesson: How to polish your LinkedIn.

Module 2. Preparing for the search. Intake meeting & talent mapping

You will learn:

- How to prepare for the search.
- How to conduct an effective intake meeting with a hiring manager?
- Talent mapping: how to get 80% of the results with 20% of the effort.
- How to prepare for sourcing.
- How to build a strategy, select channels and make a step-by-step search plan.
- How to edit Google settings for productive sourcing.
- Which plugins and useful tools to install in Chrome.
- LinkedIn subscriptions. What is the difference between LinkedIn Premium, Recruiter Lite, Sales Navigator.

Module outcomes:

- You'll be able to have a dialogue with the hiring manager and take a detailed job description for the role that will ensure the success of the search.
- You will be able to analyse the candidate market and make competent talent mapping.
- You'll know how to make a step-by-step plan for a targeted search for a specialist.
- You will prepare for sourcing, adjust Google and browser settings
- You will learn how to be more productive with the help of free Chrome extensions.

Takeaways:

- Related additional materials and articles.
- IT Talent Intake meeting questions. Intake meeting Checklists.
- Step-by-step Search Plan from IT Talent.
- Candidate Sourcing Funnel and Output Calculator by Glen Cathey.

Bonus:

- PRO Lesson. How to establish productive cooperation with a recruitment agency.

Module 3. Boolean Search. Sourcing on LinkedIn

You will learn:

- How to search effectively on LinkedIn. Boolean operators on LinkedIn.
- What additional features does LinkedIn have for a more accurate search?
- How to search even more effectively on LinkedIn.
- How to bypass LinkedIn restrictions and find even more suitable candidates.
- How to easily and effortlessly build more complex combinations of Boolean operators on LinkedIn.
- How to turn your email list into contacts on LinkedIn.
- What plugins and useful tools in Chrome will help you work with LinkedIn?
- How to quickly find additional information about a candidate and their contact details.
- What are the possibilities of searching and automating the search for candidates on job boards?

Module outcomes:

- You'll use the basic Boolean search operators.
- You can search for candidates for any profile on LinkedIn.
- You will be able to find the most suitable candidates using the Boolean search operator.
- You'll take the maximum from the search in the databases of candidates.
- You'll know how to use additional LinkedIn search options and filters to filter out inappropriate profiles and spend less time searching.
- You will be able to use Boolean search operators more productively and bypass LinkedIn restrictions to find much more suitable candidates.
- You will operate with useful tools - Chrome plugins that will allow you to work more efficiently and significantly save time and effort at the search stage.

- You'll know how to grow your network of contacts on LinkedIn faster.
- You'll hone your speed and "smart" search skills to automatism.

Takeaways:

- Related additional materials, articles and videos.
- LinkedIn advanced search strings generator "Boolean Limit Workaround Search Builder" from Irina Shamaeva.

Bonus:

- How To Lesson: How to avoid and escape LinkedIn Jail.

Module 4. Sourcing in Google. Google X-Ray

You will learn:

- How to search candidates in Google using Google X-ray operators.
- How to find even more candidate profiles on LinkedIn using Google X-ray operators.
- What alternative channels for finding candidates outside of LinkedIn are used for sourcing?
- How Google X-ray operators help you find resumes and portfolios on the Internet.
- How to automate the composing of search queries for sourcing using automated query generators.
- What are the free platforms and plugins for fast and efficient sourcing?
- How to find contacts of candidates on the internet.

Module outcomes:

- You'll be able to find even more candidate profiles on LinkedIn using the Google X-Ray search operators.
- You'll discover even more candidates outside of LinkedIn with Google's X-Ray search.
- You'll master various creative approaches in the search and find resources available to a limited number of recruiters.
- You'll be able to automate the composing of search queries for sourcing using generators.

- You'll know how to find the contact details of candidates and contact them directly.

Takeaways:

- Related additional materials, articles and videos.
- Search query generator for searching LinkedIn, Github, Dribbble, Xing, Twitter.

Bonus:

- Sourcing Templates Library.

Module 5. Job posting on social media. Engaging candidates into the recruitment process

You will learn:

- When and in what channels is it better to post vacancies?
- What channels are the best for reaching out to candidates?
- How to create a personalized pitch and letters that are sure to be answered.
- How to plan the follow-up process.
- How to create email templates to save time while emailing candidates.
- How to track the effectiveness of mailings and measure and analyze open and reply rates.
- How to build email campaigns using automation.

Module outcomes:

- You will write letters that candidates always respond to.
- You will be able to save time using templates and modern mailing tools.
- You will be able to use modern online tools for effective communication with candidates.
- You will learn how to automate work and monitor its effectiveness.
- You will spend less time emailing and be more productive.

Takeaways:

- Related additional materials, articles and videos.
- Video tutorials to help you understand how to use automation and create automated email sequences.
- Step-by-step Search Plan from IT Talent.
- The job description questions checklist.

Bonus:

- PRO Lesson. How to work with your email like a PRO.

Module 6. Conducting interviews and selecting candidates

You will learn:

- How to conduct pre-screening interviews to interest the suitable candidates and filter out the unsuitable ones.
- What types of interviews exist and how to choose the right type.
- How to evaluate hard skills & soft skills.
- What criteria are used to select candidates, and draw up a candidate scorecard (scorecard).
- Where and how to interview. The best digital solutions and technical hacks for a successful online interview.

Module outcomes:

- You will be able to use various solutions for conducting online and offline interviews.
- You'll know how to make the right choice in interview methods that are appropriate for your job.
- You'll be able to systematise the process of evaluation and selection of candidates. You will reach common grounds with the team.
- You will be able to draw up a scorecard and systematise the assessment of the suitability of candidates for the position.

Takeaways:

- Related additional materials, articles and videos.
- Scorecard template.
- Pre-screening question template.

Bonus

- PRO Lesson. How to make the recruitment process Agile.

Module 7. The final stage of the process. Selecting and hiring the candidates

You will learn:

- How to use psychological testing in selection. Popular testing methods.
- How to give high-quality feedback to candidates and reject politely.
- How to build and maintain relationships with candidates, even after rejection.
- Candidate experience: why and how to measure the candidate's impression of the process.
- How to ensure a good impression of the candidate during the selection process, regardless of the outcome of the competition.
- How to motivate a candidate, influence the decision to accept a job offer.
- How to deal with rejections and counter offers.
- How to inspire a candidate for relocation and help overcome fears.

Module outcomes:

- You will understand the importance and learn how to correctly check the recommendations of the candidate.
- You will learn how to deal with objections and bring the offer to acceptance.
- You will be able to remain on good terms with the candidate, even after the rejection.
- You will be able to create pleasant impressions and a positive attitude towards the company in the candidate, even if he did not apply for the vacancy.
- You will learn to analyse the candidate's impression of the process and identify weaknesses in the hiring process.

Takeaways:

- Related additional materials, articles and videos.

Bonus:

- PRO Lesson. How to grow your LinkedIn network on steroids.

Module 8. Onboarding. Finishing the recruitment cycle.

Reflecting on results

You will learn:

- How to complete the recruitment cycle.
- How to analyse the process and results.
- How to save search results for the future.
- Why is onboarding so important and what does it affect?
- How to successfully onboard a new employee.

Module outcomes:

- You will be able to design a productive Onboarding plan.
- You will be able to collect data and analyze recruitment metrics.
- You'll know how to properly save the results of the process in order to be able to return to the candidates with another proposal.
- You'll be able to repeat this path many more times in your work, using the saved developments.
- You will make a plan for future learning and career development.

Takeaways:

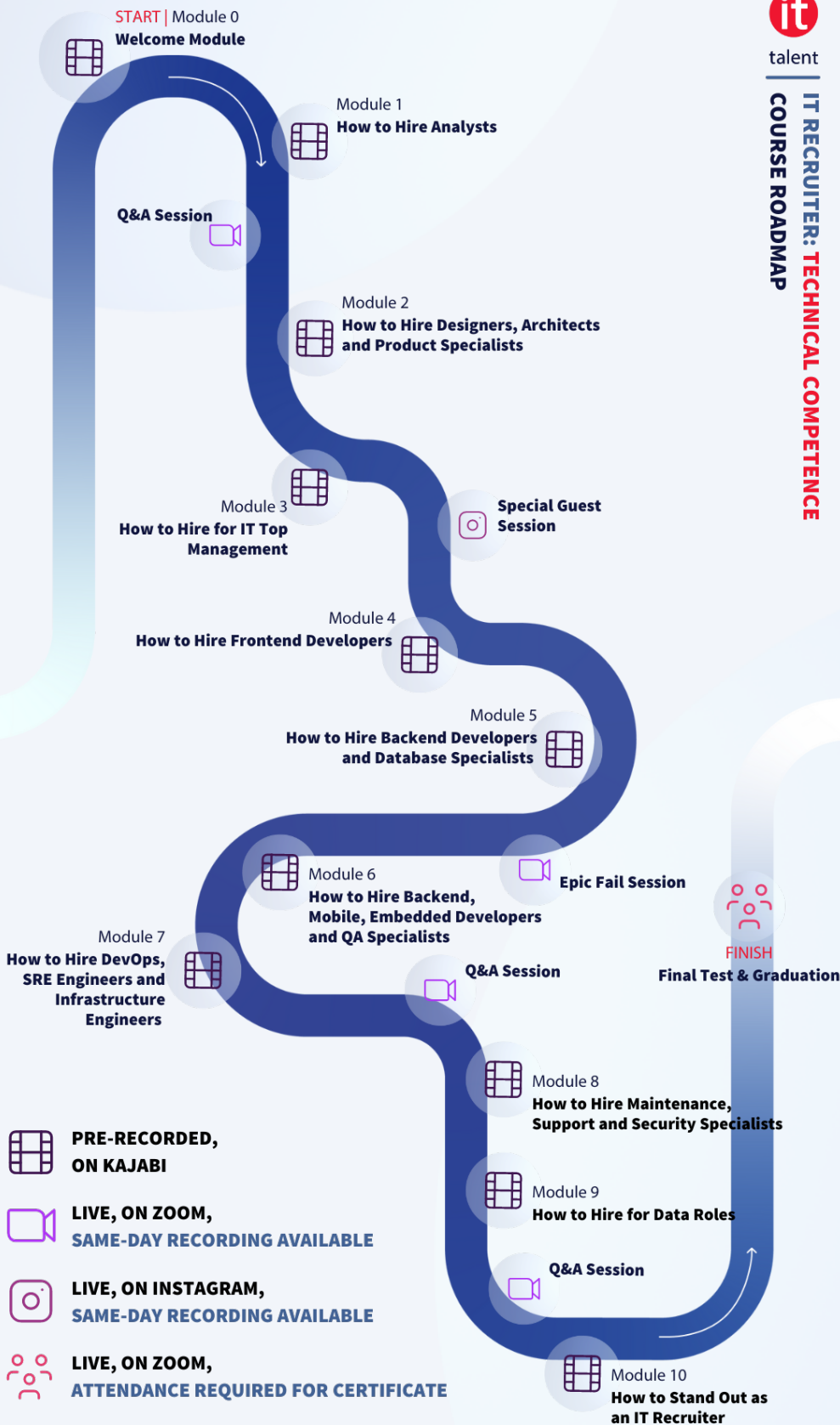
- Related additional materials, articles and videos.
- Recommendations for additional materials: blogs, videos, articles and books.

Bonus:

- How to use an AI assistant in recruitment?

HERE'S EVERYTHING YOU NEED TO GET STARTED THE COURSE ROADMAP & A DETAILED CURRICULUM

*Curriculum group: 068
Interdisciplinary study field
of information and
communication technology.*



Module 1. Software Development Life Cycle. The first stage – planning. Hiring analysts

You will learn:

- Technical competence. What do you need to know and why?
- What does a company's HR or IT recruiter definitely need to be competent in?
- How are software products created and developed?
- What is a Software Development Life Cycle and what are the roles of each stage?
- What happens during the first planning stage?
- How to recruit analysts?

Module outcomes:

- You will learn to research any IT terminology and find answers independently.
- You will understand how products are born and made.
- You will know the logical connection between product development stages and IT roles in each stage.
- You will see in which market sector is your company positioned, its type, and in which development stage is your company's product.
- You will learn to distinguish such terms as product roadmap, B2B, B2C, scaleup, start-up, product roadmap, feasibility study etc.
- You will know the difference between the BI Analyst and Business Analyst.

Takeaways:

- Additional reading and watching materials for the lesson.
- IT Knowledge Base: SDLC
- Mind Map Software Development Life Cycle (SDLC).
- Mind Map Types of Products and Companies.
- IT Role Job Order Checklist, Job Description Template.
- GlossaryTech Chrome extension, other useful plugins.

Bonus:

- HOW TO Lesson. How IT specialists are looking for information?

Module 2. The second stage of SDLC - design and architecture. How to hire designers, architects and product specialists

You will learn:

- What are the product development stages from prototyping to launch?
- Which roles exist in product development management? What is the difference between a PM, PO and the Product Manager?
- How is a product design created? The differences between UX, UI and graphic design.
- What are the nuances of architecture roles?

Module outcomes:

- You will be able to easily differentiate and analyse the nuances of UX, UI, product designer and graphic designer vacancies and profiles.
- You will be easily able to differentiate the vacancies and profiles of a Product Owner and Product Manager, and ask them correct questions at the interview.
- You will understand the differences between different types of architects.
- You will understand such terms as MVP, wireframe, layout, mock-up, launch.

Takeaways:

- Additional articles and videos on the subject.
- IT Knowledge Base: Designers, Architects, Testers (QA), Managers
- Chart: PM vs PO vs BA.

Bonus:

- PRO Lesson. How to find designers?

Module 3. Teamwork and processes. How do they do it? Top management roles in IT companies

You will learn:

- The differences between the methodologies: Waterfall and Agile.
- What is the difference between Scrum and Kanban?
- What are Scrum “rituals”?
- The tools used by tech teams for cooperation: JIRA, Confluence, Trello.
- Different types of teams by function types.
- The differences between monolith and microservices architecture.
- How to differentiate the nuances of management roles: VP of Engineering, Engineering Manager, CTO, Team Lead?

Module outcomes:

- You will understand how your team is structured.
- You will see which methodology your team uses in its work.
- You will know which Scrum “rituals” are implemented in your team.
- You’ll find out how Agile is your team.
- You will understand such terms as sprint, release, stand up, ticket, backlog, retrospective.
- You will be able to analyse vacancies and resumes of management roles of an IT company.

Takeaways:

- Additional articles and videos on the subject.
- IT Knowledge Base: Managers.
- IT Knowledge Base: Tops.
- IT Talent's intake meeting questions.
- Software Development Methodologies Mind Map.
- Scrum Process Mind Map.

Bonus:

- PRO Lesson. How to use an AI assistant in learning technical competence?

Module 4. The third stage of Software Development Life Cycle — program. How to hire frontend developers

You will learn:

- The difference between fullstack, frontend and backend developers.
- What are the base technologies used in the work of frontend developers?
- What are frameworks and why are they needed?
- Which Javascript frameworks are most popular: React, VueJS, Angular?
- How are HTML and CSS used?
- What are Adaptive and Responsive design?
- How do designers and frontend developers cooperate?
- What is the difference between React and React Native?
- Using Javascript programming language in backend. NodeJS and Typescript.

Module outcomes:

- You will understand the difference between frontend, backend and fullstack.
- You will know what frameworks are and why they are used in development.
- You will learn the nuances of frontend roles and will be able to understand developer terminology.
- You will understand the intricacies of frontend vacancies and profiles, and the differences of frontend frameworks.
- You will find out how the Javascript programming language is used in both frontend and backend development.
- You will understand such terms as fullstack, responsive, adaptive, mobile-first paradigm.

Takeaways:

- Frontend Technologies Mind Map. IT Knowledge Base: Developers.
- Additional articles and videos on the subject.

Bonus:

- PRO Lesson. All you need to know about GitHub.

Module 5. Backend. Part I. How to hire backend developers and database specialists

You will learn:

- Why do you need to know the project's tech stack?
- What are the important terms of backend development?
- How do frontend, backend and databases work together?
- What are the differences between object-oriented and functional programming languages?
- Which connections between programming languages allow one to quickly switch from one language to another?
- Using Javascript programming language in backend. Javascript (+Typescript).
- What are the existing popular object oriented programming languages (OOP)? Let's talk about Java, C#, Ruby, Go (GoLang), PHP, Python.
- Which projects use such functional programming languages (FP) as Elixir, Scala.
- What are the popular frameworks for backend: Spring, Rails, Django, .NET?
- What databases are there, and what are the nuances of database specialist vacancies?

Outcomes:

- You will understand how programmers work and why they must not be distracted from their work process.
- You'll be able to differentiate between the programming languages, frameworks and other technologies used in backend development.
- You will understand what types of projects use the above-mentioned programming languages.
- You will realize how programmers can quickly switch to another programming language.
- You will be able to differentiate relational and non-relational databases.
- You will know the difference between the roles of a Database Administrator and Database Engineer.
- You will understand such terms as ETL, API, Github, OOP, code review.
- You will feel confident asking and answering candidate questions.

Takeaways:

- Additional articles and videos on the subject.
- Development Mind Map.
- IT Knowledge Base: Developers.
- IT Knowledge Base: Database.
- Job description questions.

Bonus:

- PRO Lesson. How to source candidates on GitHub.

Module 6. Backend. Part II. The fourth stage of Software Development Life Cycle - testing. How to hire backend, mobile, embedded developers and QA specialists

You will learn:

- What is the C/C++ programming language used for and what is embedded development?
- What technologies are used in mobile development?
- What are the differences between native and cross-platform apps?
- Mobile development technologies: Android, Kotlin, iOS (Swift, Objective-C), React Native, Flutter.
- What type of mobile developers are there?
- Testing stage: what? why? how?
- The roles of QA: manual testing, automation, SDET.

Outcomes:

- You will study the nuances of professional roles in mobile development.
- You'll be able to understand the nuances of testing-related vacancies.
- You will know the terms often used in vacancy descriptions such as highload, scalability, vulnerability, clean code.
- You will be able to speak the same language as the development team.
- You will clearly determine the developer's experience by looking at their profile.
- You will confidently navigate in development vacancy descriptions.

Takeaways:

- Additional articles and videos on the subject.
- Development Mind Map.
- Testing Mind Map.
- IT Knowledge base: Developers.
- IT Knowledge base: Testing.

Bonus:

- PRO Lesson. How to find the contacts of the candidates you found on Github.

Module 7. The fifth stage of the Software Development Lifecycle - deployment. How to hire DevOps, SRE Engineers and Infrastructure Engineers

You will learn:

- Difference between DevOps, TechOps and SRE.
- Code deployment, containerisation and app container orchestrating.
- What are the differences between Infrastructure Engineer, System Administrator and Network Administrator roles?
- Support specialists. Difference between Level 1, Level 2 and Level 3 support.
- How is data analysis done?
- What instruments are used for data visualisation? BI and Data analytics.
- How to select Data Science specialists? Machine learning.
- What are the security roles? Security specialists.

Outcomes:

- You will learn the difference between deploy and release.
- You will know the difference between containerization and orchestration.
- You will understand the difference between SRE, Devops Engineer, Infrastructure Engineer.

Takeaways:

- Additional articles and videos on the subject.
- IT Knowledge Base: Deploy.
- Mindmap: DevOps.

Bonus:

- HOW TO Lesson. How to reach out to IT candidates.

Module 8. The sixth stage of Software Development Lifecycle - maintenance. How to hire maintenance, support and security specialists

You will learn:

- What is the maintenance stage of SDLC about?
- What roles are involved in the maintenance stage?
- What is the difference between a system and a network?
- What is the difference between a system engineer and a system administrator?
- Support specialists. Difference between Level 1, Level 2 and Level 3 support.
- Why should a company hire Security Specialists?
- What are the security roles? Security specialists.

Module outcomes:

- You will learn what the maintenance stage of SDLC is and what roles are involved.
- You will learn the difference between System and Network Engineers and Administrators.
- You will know about all types of support and the difference between support specialists of Level 1, Level 2 and Level 3.
- You will understand the difference between security roles and their responsibilities.

Takeaways:

- Additional articles and videos on the subject.
- IT Knowledge Base: Deploy and maintenance.

- IT Knowledge Base: Support levels.
- IT Knowledge Base: Cyber Security.

Bonus:

- PRO Lesson How to prepare for an interview with the help of AI

Module 9. The final stage Software Development Life Cycle — analyze the results. How to hire for Data roles

You will learn:

- What is the final stage of SDLC about?
- How is data analysis done?
- What are the main roles in data analysis and BI?
- What is Data Science? What do Data Scientists do?
- What tools are used for data visualisation? BI and Data analytics.
- How is data extracted, transformed, analysed and visualised?
- What is Business Intelligence, Machine Learning and Artificial Intelligence?

Outcomes:

- You will understand the difference between Business Intelligence and Data Science.
- You will know the difference between Database specialists and Data specialists, Business Intelligence specialists and Data Science specialists.
- You will learn the difference between a Data Engineer, Data Scientist, Machine Learning Engineer.

Takeaways:

- Additional articles and videos on the subject.
- IT Knowledge Base: Data.
- IT Knowledge Base: Database.

Bonus:

- PRO Lesson. How to source data candidates on Kaggle.

Module 10. How to stand out as an IT Recruiter

You will learn:

- What is a formula for an ideal job description?
- Expectations of a recruiting manager and candidate.
- The needs and motivations of IT specialists on the basis of Maslow's pyramid.
- How to stand out among the crowd of IT recruiters?
- How to conduct an interview in a way that candidates would recommend you to their friends and how to become a "go-to" person? The "give to take" principle.
- How to keep yourself up to date with technologies and trends of the IT market?
- How to develop your technical competence further? Who to follow, what other books and articles to read?

Outcomes:

- You will learn how to correctly manage the expectations of candidates and recruiting managers.
- You will be able to switch to a candidate-centric recruitment approach.
- You will know how to have a first quality interview that lets you correctly filter out candidates.
- You will be able to quickly evaluate the developer's experience and assume their motivation to switch jobs.
- You will understand how to keep an eye on the trends and popularity of technologies.
- You'll be a confident specialist in a constantly changing world.

Takeaways:

- Additional articles and videos on the subject.
- IT Recruiter Mind Maps (all of the course's mind maps put together).
- Recommendations for further learning.

Bonus:

- HOW TO Lesson. How to write a job ad in an attractive way for IT specialists?

WATCH OUR FREE OPEN LESSON

[Join](#)



TAKE A FREE TEST-DRIVE WITH US:

[Technical Competence Course](#)

FEEL FREE TO ASK ANY QUESTIONS

[Connect to Julia Jolkin](#) 

julia.jolkin@ittalent.ee