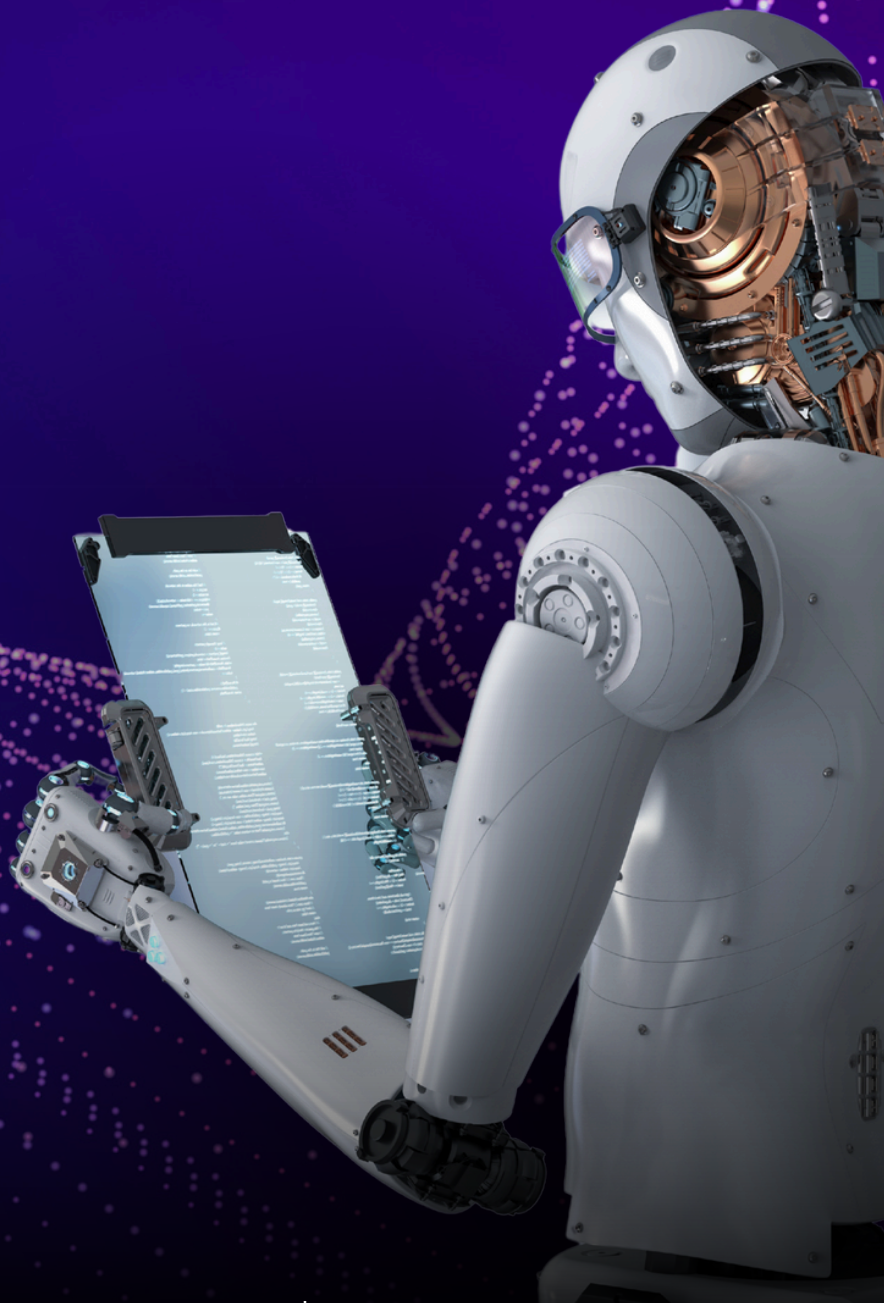


AI-POWERED TALENT SEARCH & SOURCING TOOLS





General Information / Requirements

- At the end of each training, participants will be required to apply the knowledge gained to create a relevant outcome based on the topic learnt,
- Ideally participants attend all three (3) training courses to secure themselves as Certified Recruitment Professional (CRP). If they are unable to attend to all three (3) training, they can still join either one of the training and gain from it and obtain a certificate of attendance for the relevant training attended.

Certification Award Requirements

To be awarded as a Certified Recruitment Professional (CRP), the participants are required to complete three (3) training courses under this certification program within the span of six (6) months as per the schedule below:

To be Completed:

	Modules	Duration
1	Recruitment Professional Workshop	2
2	Behavioural & Competency Based Interviewing Skills	2
3	AI-Powered Talent Search and Sourcing Tools	1
Total Duration		5

Module Overview

The rapid rise of Artificial Intelligence (AI) is reshaping how organisations attract, assess, and engage talent. This one-day online program introduces HR professionals to practical, tool-neutral applications of AI in recruitment, focusing on how it can simplify job description creation, enhance candidate sourcing, improve screening and shortlisting, and strengthen candidate engagement. Through interactive activities and guided demonstrations, participants will gain hands-on experience in applying AI responsibly and effectively, while ensuring compliance with ethical and legal standards in the Malaysian context.

Learning objectives

At the end of the program, participants will be able to:

- Explain the role of AI in modern recruitment workflows and its practical applications.
- Apply prompting techniques to create clear and inclusive job descriptions.
- Develop AI-assisted sourcing and shortlisting strategies to improve recruitment efficiency.
- Produce candidate engagement messages using AI to enhance communication and experience.
- Evaluate ethical and compliance considerations, ensuring responsible use of AI in recruitment

Targeted Participants

This program is designed for HR executives, recruitment specialists, and managers involved in hiring and talent management, as well as HR professionals seeking practical, hands-on skills to apply AI in streamlining recruitment processes and enhancing candidate experience

Method of Training

This training will be conducted using the experiential learning methodology of Kolb's Learning Cycle. This is a test and proven approach that learners to experience analytical and creative thinking through workshop session, group discussions, video clips, simulations & role plays, case studies, exercises and/or games, individual assignments, templates and/or tools, then they would reflect and conceptualise their lessons learned to be transferred to their workplaces upon returning from this program.



Contents

MODULE 1: INTRODUCTION TO AI IN RECRUITMENT

Focus: Build awareness and set the foundation.

- The role of AI and trends in modern recruitment.
- What AI can and cannot do for HR.
- Key challenges: time-to-hire, talent shortage, candidate experience.
- Activity: Map current recruitment process (manual “as-is”) as a baseline

MODULE 2: CRAFTING BETTER JOB DESCRIPTIONS WITH AI (PROMPTING SKILLS)

Focus: Immediate practical win.

- Basics of writing effective prompts.
- Turning unclear hiring manager requests into clear, inclusive Job Descriptions (JDs).
- Using fair, bias-free language.
- Activity: Use AI to generate and improve a job description, then add it into the workflow.

MODULE 3: SMARTER CANDIDATE SOURCING WITH AI

Focus: Speed up sourcing, expand reach.

- How AI supports smarter sourcing strategies.
- Using AI to:
 - Suggest relevant keywords and synonyms.
 - Create structured search queries.
 - Explore wider candidate pools beyond standard platforms.
- Activity: Design an AI-assisted sourcing plan for a selected role.

MODULE 4: AI IN SCREENING & SHORTLISTING

Focus: Save time, increase objectivity.

- How AI reviews and matches CVs to job requirements.
- Setting clear, fair screening criteria with human oversight.
- Ensuring transparency in candidate evaluation.
- Activity: Use AI to screen 1–2 sample CVs against a JD and build shortlisting into the workflow..

MODULE 5: ENHANCING CANDIDATE EXPERIENCE WITH AI

Focus: Strengthen communication and engagement.

- AI-generated interview questions tailored to job roles.
- Simulating candidate Q&A through AI (chat-style role-play).
- Drafting personalised, inclusive candidate communications.
- Activity: Generate a candidate engagement message and add this step to the workflow.



Contents

MODULE 6: ETHICAL, LEGAL & PRACTICAL GUARDRAILS

Focus: Responsible and compliant AI use.

- Key ethical issues: bias, over-reliance, transparency.
- Compliance in Malaysia: PDPA 2010 and fair recruitment practices.
- Best practices: audits, monitoring, human oversight.
- Activity: Review AI-enabled recruitment workflow, note risks and safeguards.
- Reflection: Discuss scenarios — “Would you trust AI with this decision?”

WRAP-UP: PRESENTING THE AI-ENABLED RECRUITMENT WORKFLOW

- Participants present their step-by-step enhanced recruitment workflow.
- Facilitator gives feedback, connects outputs to Certified Recruitment Professional (CRP) requirements.

