

Successful Interviewing

Course description

Successful recruitment results from a well-planned and effectively-managed interview process. This interviewing skills course focuses on the interviewers, helping to develop and improve their interview techniques. Attention to detail in the interview process is a vital ingredient to a successful decision.

This course suits

Managers and professionals who have the responsibility for interviewing individuals for jobs. This can include internal and external candidates.

What delegates will gain from the course

- *An understanding of the importance of preparation for the interview and how this fits in with the overall recruitment process
- *Listening, questioning and interpretation skills
- *Best practise techniques for assessing the suitability of the interviewee

Timetable

09:30 - 10:00 Coffee & Course Objectives

10:00 - 10:15 The Recruitment and Selection Procedure

10:15 - 10:45 Specifying the Person

10:45 - 11:00 Preparing and Planning the Interview

11:00 - 12:00 The Interview Opening - role plays with feedback
(Applicants being interviewed for jobs - observed)

12:00 - 13:00 Review of Interviews
(Questioning Techniques Reaction of Interviewee Plan for Improvement Issues Raised -e.g. Equal Opportunities Listening Skills)

13:00 - 14:00 Lunch

14:00 - 15:00 Taking Notes, Conducting the Interview, Closing Methodologies
- Role Plays with Feedback

15:30 - 16:30 Making the Decision

16:30 Summary and Action Plans Agreed