

Successful Interviewing

Duration: 1 Day Course

Overview

Successful recruitment, and, consequently, higher retention, results from a well-planned and effectively-managed interview process.

This interviewing skills course focuses on interviewers, helping to develop and improve their interview techniques. Attention to detail in the interview process is a vital ingredient to making a successful decision.

You will learn how to identify the exact type of person you are seeking to satisfactorily undertake the position. Much detail is given to planning and preparation and you will have several opportunities to carry out sample interviews. You are invited to bring an example of a job description with you.

The practicality of the course enables you to develop interviewing techniques through many live sessions. Relevance to up-to-date legislation is well considered along with an understanding of how interviewing fits into the overall recruitment process.

The course includes preparation techniques as well as listening and interpretation skills. The course also covers the issues of recording the interview and making the right decision. This

This course suits

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

What the 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
- The development of enhanced listening, questioning and interpretation skills
- A development of best practice techniques for assessing the suitability of the interviewee
- The ability to ensure that the right employee/job match is made in a cost-effective way

Course Timetable

09:30 - 10:00

- Coffee & Course Objectives

10:00 - 10:15

- The Recruitment and Selection Procedure
 - Best practice and checklist

10:15 - 11:00

- Specifying the Person
 - Including Equal Opportunities issues

11:00 - 11:15

- Coffee

11:15 - 11:45

- Preparing and Planning the Interview

11:45 - 12:30

- The Interview Opening - role plays with feedback
 - Applicants being interviewed for jobs - observed

12:30 - 13:30

- Lunch

13:30 – 14:00

- Questioning and Listening Skills

14:00 - 15:30

- Role Plays with Feedback
 - Applicants being interviewed for jobs - observed

15:30 - 16:15

- Taking Notes, Conducting the Interview, Closing Methodologies - Making the Decision

16:15 - 16:30

- Summary and Action Plans Agreed