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What is Interviewing Techniques Training?

An interview is a life-changing experience for both interviewees and interviewers!

This Interviewing Techniques course helps you to ensure that you get good people to help take your organisation's image, style, and efficiency further forward. It can be expensive to recruit new members of your team; and even more expensive if you recruit the wrong people! We look at:

- The job description;
- Writing a person specification;
- Accepting or rejecting applications and CVs;
- Being clear about whom you wish to interview;
- Both competency-based and behavioural skills interviewing techniques;
- How to make effective final selection of candidates.

Course Objectives

At the end of the training course delegates will be able to demonstrate a better understanding of how to:

- Work with a person specification
- Understand the importance of interviewing effectively
- Understand the styles of selection interviewing
- Identify the key criteria for the job
- Work with company interview forms and check sheets
- Understand the concepts of group interviewing
- Understand the benefits and skills of effective listening
- Understand how to make and select the best candidate
- Build rapport with candidates in order to gain relevant information about their background and experiences
- Recognise behaviour, type and temperament traits
- Be aware of interviewing, selection, recruitment issues relating to fairness, race, sexual orientation, ethnic background and religion

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- Introductions, Course Objectives and Ice Breaker
- Designing your selection process
- What sort of person are you looking for?
- Relating The Person Specification to the Job Description
- Behavioural interviewing skills
- Competency based interviewing
- Effective Interviewing Skills
- Note taking
- Handling questions from the candidate
- Time and meeting management
- Understanding the concepts of group interviewing
- Room layout
- Effective listening
- Controlling the Interview
- What not to do in Interviews
- Questioning Techniques
- The Selection!

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