

Overview

As recruitment can be a very timely and costly process it is crucial to get the interview process right first time; ensuring that the right person is selected for the role. This course is designed to provide a clear process for conducting a successful interview that can be both measured and replicated for each candidate to ensure that fair and professional interviews are conducted. It provides the mechanisms to know how to prepare for and carry out the interview process and techniques to enhance existing skills. Lastly it gives a tangible way to measure the success of each candidate to help with final selection.

Who is it for?

For all staff who want to have a clear structure for of interviewing best practice and for those who want a refresher in practising interviewing skills.

Course content to include...

- The importance of conducting consistent interviews
- The PRICE structure and question plan
- Preparation and planning - roles and competencies
- How to create good first impressions
- Building and maintaining appropriate rapport
- Effective questioning & listening techniques
- STAR based competency interviewing technique
- Managing expectations of candidates when closing interviews
- Evaluating the interview to help you select the best possible candidate

By the end of the course learners will be able to...

- Understand interview best practice
- Conduct interviews effectively, professionally and consistently
- Increase confidence in conducting successful interviews

"Professional, relaxed, excellent & enjoyable, first class!"

