



COMPETENCY BASED INTERVIEWING BEST PRACTICE TRAINING

OVERVIEW

Interviewing best practice training will help participants generate a consistent, robust approach to interviewing and learn techniques to maximise the interview process. This valuable programme offers you insights and strategies to make sure you hire the right people.

AIM

To equip participants with the knowledge, skills and ability to effectively conduct interviews.

THE VALUE

Investing time and effort into interviewer skills training will ensure you select the right talent, improve your candidate experience and promote your employer brand.

WHO SHOULD ATTEND?

Anyone who is involved in the interviewing process; as part of an interviewing panel, at initial intake and/or internal promotion interviewing stages. This could be HR, hiring managers or team members.

OBJECTIVES

By the end of the training you will be able to:

- Understand the purpose of an interview
- Adhere to a robust process before, during and after the interview
- Develop job descriptions that accurately reflect the role
- Identify relevant questioning based on the STAR methodology
- Implement fair and transparent processes by recognising legislative considerations such as GDPR, Equality Acts and Assessor Bias
- Accurately take notes and rate the candidates using an evidence-based approach
- Provide a positive interviewee experience
- Effectively probe interviewee's to identify the best fit

PROGRAMME METHODOLOGY

- Highly practical and interactive
- Instructor-led presentations
- Interactive discussions
- Individual/group exercises and role-plays
- Safe learning environment

- Pre-training questionnaire to assess participant's learning needs
- Structured across 1 or 2 days depending on requirements
- Can be tailored to existing recruitment processes
- Delivered Nationwide

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