

RECRUITMENT AND SELECTION INTERVIEWING SKILLS (2-Day Workshop)

The recruitment and selection interview is the key to hiring the right person for the right job – people who will produce more and stay longer.

This two day Recruitment and Selection Interviewing Skills Workshop gives managers, supervisors and recruiters the training and practice in the skills and process they need to use in order to make effective selection decisions.

Objectives:

- ◆ To practice, review and develop, key interviewing skills in order to identify the best candidate for the job.
- ◆ To improve your ability to make recruitment and selection decisions.
- ◆ To identify the preparation that needs to be carried out by the Interviewer.
- ◆ To understand how to identify the key criteria that the interviewer needs to look for, and use different sources of information to gather data about the candidate.
- ◆ To give one-to-one coaching on selection interviewing skills through the videotaping of practice interviews.

Learning Methods:

- Inputs on the various skills and techniques in carrying out recruitment and selection interviews.
- A series of exercises and tasks to practice specific interviewing skills and techniques.
- Reviews after each exercise on how the interviewing skills were used, to further develop the use of these skills.
- Practice Recruitment and Selection Interviews, and one-to-one coaching through the videotaping of practice interviews and feedback.

Who Should Attend:

This workshop is designed for all those managers who have to carry out recruitment and selection interviews, and make recruitment decisions.

CONTENTS OF THE WORKSHOP INCLUDE:

- Aims and Stages of a Selection Interview.
- Preparation Phase:
 - Identifying Key Criteria for the Person and the Job.
 - Structuring the Interview To obtain the Required Information.
- The Role of the Interviewer.
- Key Selection Interview Skills:
 - Questioning Skills.
 - Active Listening Skills.
 - Understanding Non-verbal behaviour.
 - Probing and Gathering Information.
 - Controlling the Pace and Direction of the Interview in a Non-directive way.
 - Recording Skills.
 - Showing Empathy.
 - Behaviours To Help the Interview Process.
- Using a Patterned Interview Plan:
 - An Outline and Process to Follow.
 - Opening and Closing an Interview.
 - Developing a Questioning Skills Strategy.
- The Different Sources of Information about the Candidate, and How To Use Them.
- Use of Selection Tests in the Recruitment Process.
- Making the Selection Decision – Methods for Evaluating and Comparing Candidates.
- Common Reasons for Poor Selection Interviews.

Number Of Delegates

Because of the interactive nature of this workshop, a maximum number of 8 people can attend the workshop.

TO CONTACT US: Telephone John S Steel on 01295 255910 or 07788714693