

## Selection Interviewing

### AUDIENCE

This 2 day course is aimed at those who are, or will be, responsible for interviewing potential candidates, be they internal or external applicants who have received little or no training in this area. The course is also valuable for those who wish to refresh their interviewing skills.

### SUMMARY

Recruitment is a crucial managerial responsibility, as the outcome may need to be 'lived with' for some considerable time! Participants will have the opportunity to practice their interviewing skills on two 'live' candidates. These interviews are recorded via close circuit television and the recorded material is then used during a comprehensive feedback session. Courses are tailored to integrate company standards such as core competencies.

### COURSE AIMS

By the end of the course the participants will:

- *Consider resignations as opportunities.*
- *Be competent in writing a job and person specification.*
- *Have learned how to structure interviews ensuring that all relevant information has been gathered.*
- *Understand and have used appropriate questioning and active listening techniques.*
- *Appreciate the importance of using appropriate body language and be able to read and interpret non-verbal clues.*
- *Be able to undertake an objective and unbiased assessment of the suitability of an interviewee.*
- *Understand how the law relates to Selection Interviewing.*
- *Have greater confidence in undertaking a selection interview.*

### COURSE SESSIONS

- *Resignation as an opportunity*
- *Creating a job and person specification*
- *Structuring the interview*
- *Questioning, listening and non-verbal communication*
- *The assessment stage*
- *The law and how it relates to the selection interview*

**A full and detailed syllabus is available. Simply email us or visit our website to request further information. Alternatively call us on the number below.**