

Interviewing Skills

Aim To enable Managers and Supervisors to select the right people to join their teams

Objectives By the end of this half-day workshop, participants will be able to:

1. Describe the potential results of poor recruitment and selection skills or procedures
2. Create personifications of their ideal candidate
3. Explain how to minimise the potential for claims of discrimination
4. Explain how to prepare in order to conduct successful interviews
5. Describe how to maintain subtle control of the interview
6. Produce a personal action plan

Format

This half-day workshop blends concepts with interactive exercises

Overview

- Understanding the true costs of poor interview and selection skills
- Minimising the potential legal risks involved in recruiting, interviewing and selecting
- Considering equality and diversity using the Equality Act 2010
- How to complete an effective job analysis as part of your preparation to interview
- Creating accurate person specifications for your ideal candidate using competencies, experience and attitudinal descriptors
- Preparing the venue and yourself
- Recognising and counteracting your own filters that can result in bias
- How to create an environment that increases transparency
- Clever and subtle communication skills
- How to use behavioural event and competency based questions
- Participants will complete their personal action plans

