

Successful INTERVIEWING STRATEGIES FOR HIRING THE RIGHT EMPLOYEE EVERYTIME

DURATION – 2 DAYS

Successful Managers, Team Leaders & Recruitment Specialists need the skills to find and recruit the best candidates for their team. Making Poor Hiring Decisions (and keeping bad hires) based on **Deficient Interviewing Skills** costs companies a fortune every year.

Invest Two Days - you'll learn cutting edge Interviewing Strategies to make every Recruitment Interview you hold as productive, focused and successful as possible!!!

ABOUT THE PROGRAM

Successful Interviewing Strategies is a TWO DAY Interactive Program which enables participants to understand & apply Processes and Procedures that result in Successful Selection and Recruitment Decisions through the use of group and individual activities, exercises, formal inputs, role plays etc.

PROGRAM OVERVIEW

DEALING WITH INTERVIEWS - PROBLEMS WITH AND BENEFITS OF INTERVIEW

- Understanding the Types of Interviews & Rationale | Expectations of parties involved

INTERVIEW FRAMEWORK

- Framework for Evaluation | Understanding need and implications

QUESTIONING TECHNIQUES

- Open-ended and Close-ended questions | When to use them and how
- Advantages and Disadvantages | **Role Plays**

SYSTEMATIC APPROACH TO INTERVIEW

- Approach Illustration through Role Play | Defining and Understanding one's role and Preparing for it
- Developing a framework for Systematic Approach

INTERVIEW FRAMEWORK

- **Role Plays** | Observation and Analysis to identify areas of Weaknesses & Improvement
- Evaluation of one's own performance | Developing a set of questions that should be framed
- How to interpret candidate's answers | How to elicit information required

WHO SHOULD ATTEND

Middle/Senior Level Managers, Recruitment Specialists, Senior Executives of organization, who have responsibility of sitting on the Interview Panel for selecting candidates.

PROGRAM OUTCOME

At the end of the program the participants will be able to -:

- Obtain a complete picture of an applicant's strengths and weaknesses
- Elicit spontaneous, truthful responses
- Recognize answers that predict performance problems
- Reduce Attrition by objectively matching each candidate's competencies to your job opening