



4D Group

Selection and Interviewing Techniques

Who Would Benefit?

This would be of benefit to those new to interviewing and those with basic skills wishing to review techniques.

Objective

Following this course delegates will be able to understand the concept of competencies and the benefits of a competency based approach to interviewing. Use job / person specifications for interviewing. Explain when best to use more sophisticated recruitment tools such as assessment centres and psychometric tests. Apply effective communication skills – listening, questioning and non-verbal communication. Plan and conduct an interview within the confines of current legislation.

Content

Different selection techniques and their comparative effectiveness.
Interviewing communication skills.
The selection process.
Competency-based interviewing.
Using assessment centres.
Psychometric testing.
Current legislation.
Practical interviewing.

Duration

One day

Suggested follow-on courses:

Some delegates – those with people reporting to them would find useful the course 'Appraisal and Performance Review' which covers a different style of interviewing, coaching and development.

Minimum Numbers

Three delegates