



for more information call  
**01437 721 879**

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**BACK** **Interviewing**

## **Ensuring That Selection is not Left to Chance**

Selecting the right people is an important consideration for any organisation but is often left to chance in terms of the skills and insight of those who are involved in the recruitment process.

This programme develops the interviewing skills of participants to ensure that selection decisions are appropriate according to legislation, the specific job role and associated competencies.

### **Specific Content**

This programme will cover the following aspects:

- Recruitment and selection issues
- Selection criteria
- Interview formats
- Personal skills for interviewing
- Interpersonal skills for interviewing
- Interviewing and questioning techniques
- Conducting the interview
- Making the decision
- Skills practice

### **Objectives**

As a result of this course you could expect to experience the following benefits:

- Understand the importance of job profiles/person specifications in the selection process and in the establishment of selection criteria
- Improved confidence in how to structure and conduct effective interviews
- Review and practice the appropriateness of questioning styles and techniques
- Ensure a standardised approach to the interview process

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