
Recruitment Interviewing Skills



Course Title: **Recruitment Interviewing Skills**

Duration: **1-day**

Course reference code: **MT-4**

Target Audience: *People who have to:*

- Anyone involved in the recruitment and staff selection process

On-Site Costs:

- Up to 12 delegates may attend this course
- Conducted at a client's chosen location
- Comprehensive printed handouts for each delegate
- See our pricing structure for the total cost of this package

Brief Description

The recruitment and selection of staff in a number of companies tends to be a haphazard process that produces results with varying degrees of success. Most companies are having to achieve 'more with less' so the importance of selecting and keeping good quality staff is of paramount importance if a company is to succeed in today's highly competitive markets. This training session shows, with the aid of many real life examples, how interviewing can be dramatically improved to become a joy rather than a burden.

Course Overview

- Objectives
- Introduction and Setting the Scene
- Identify the factors that contribute to a successful interview
- How to produce an effective Job Profile and Person Profile
- How to structure a one-hour interview
- How to develop an effective questioning technique
- Identify and use questions that stay within the Law
- How to manage and check responses
- How to use questions to:
 - Check motivation
 - Check commitment
 - Check motivation
- How to use Mind Maps as an aid to interviewing
- How to evaluate the effectiveness of an interview
- Use of 'role plays' and 'real life' situations to improving interviewing techniques

Delegates will be encouraged to participate fully in the various case studies, discussion sessions and practical exercises that are conducted during the course.