



Effective Interview Skills

Course Description

This course will cover the practical skills needed to make recruitment interviews productive and focused. It will allow delegates to understand the stages of the recruitment process and how to conduct an effective interview so that they are able to attract the best candidates and choose the best person for the job.

Suitable For:

- Directors and senior managers
- Sales and fundraising staff
- Local government employees
- Managers, department heads, team leaders and supervisors
- Technical and academic team members

Course Content

- The cost of recruitment and staff turnover
- Identifying the causes of poor recruitment
- Strategies for effective recruitment practice
- The stages of recruitment.
- Designing a job description and person profile
- Analysing application forms and cv's
- Techniques for opening the interview
- Role-play – Interview introduction
- Questioning the candidate
- Role-play questioning the candidate
- Closing the interview and outlining doubts
- Final role-play – closing the interview
- Interviewing and the law

Style

- Tutorial
- Group discussion and activities
- Practical application of learning

Duration: ½ day or 1 day