INTERVIEWING SKILLS WORKSHOP

INTRODUCTION: People typically get hired for their skills and fired for their behavior. The most crucial aspect of the hiring process is in the interviewing process of a potential employee.

OBJECTIVE: To learn an interviewing framework which provides consistency and quality in the interviewing process, and which yields better hiring results.

WHO SHOULD ATTEND: Anyone involved in interviewing others, who wishes to improve their interviewing skills.

PROGRAM OVERVIEW:

- Ensuring job position descriptions and requirements are clear
- Understanding human behavior so as to better match people to job positions
- Developing good competency-based interview questions for selecting the best candidates
- Identifying the key skills/competencies and behaviors needed to be successful in the job
- Understanding potential job responsibility changes
- Ensuring alignment between job functions and candidate skills
- Utilizing DISC in the interview process
- Understanding yourself and others better through the DISC profile
- Using DISC to profile a job position and its competency requirements
- Understanding common interviewer pitfalls
- Utilizing *Behavioral Analysis Questioning* techniques
- Learning how to use open-ended versus closed questions
- Understanding which candidate skills and abilities to consider for job success
- Learning the Seven Key Steps in the interview process

METHODOLOGY: Utilizing interactive group engagement, this workshop provides a methodical framework for interviewing based on skills/competencies and behaviors.

PROGRAM LENGTH: 4 hours

COURSE SIZE: A minimum class size of 6, to a maximum of 20

PROGRAM LOCATION: Onsite at client location or at an offsite meeting facility.

PROGRAM FEE OR ADDITIONAL COURSE INFORMATION: Please contact us for more program information or group session rates.

WEBSITE OVERVIEW: click here.