



Competency-Based Interviewing

1 day training programme



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Target

HR Professionals / Line Managers involved in staff recruitment.

Outline

Competency-based Interviewing is based on the premise that past performance is the best indicator of future performance in a similar environment. This programme provides participants with the competence and confidence to make selection decisions which are effective, consistent and within the law. The programme briefs participants on completing job profiles; the importance of preparation; the role law plays; effective selection criteria; the impact of subjective interviews; asking the right questions and the evaluation process.

Objective

The objective of this programme is to develop and improve the interviewing techniques and selection skills of participants to ensure future selection decisions result in the appointment of the best candidate within the legal requirements of the law.

Learning outcomes

At the end of the programme, participants will:

- Understand the implications of good and bad interviewing.
- Be aware of the legal aspects of conducting interviews.
- Have developed the skills to conduct effective competency-based interviews.
- Know how to prepare effectively for an interview.
- Understand the different stages of the interview.
- Be able to use different types of questioning techniques.
- Have a collection of useful interview questions.
- Be able to follow a systemic approach when making each selection decision.

Content

- The selection process.
- Interview approaches.
- Role profile development.
- Competency-approach to interviewing.
- Legal requirements.
- Interview structure.
- Questions types.
- Interviewing skills.
- Developing a systemic approach.
- Making the selection decision.

*I really enjoyed the day,
liked the structure
and approach.
Presentations excellent.
Found the group work
stimulating and
most beneficial*

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As a provider of quality training programmes, shrc guarantee experienced facilitators and tailored content coupled with practical-oriented sessions. Other popular programmes include: Attendance / Absence Management; Employment Law Practice; Manager as Coach; Management Skills; PMDS for Line Managers.

Methodology

The training methods and techniques employed during all programmes will be based on best practice in adult learning.

The methods used include:

- Short lectures - to impart required background information / knowledge.
- Facilitated discussions - to allow for open debate, airing concerns and enhanced participation.
- Case studies - to assist with the practical application of learning.
- Role-plays - to gain experience of using the acquired skills.

Benefits of in-house programmes

- Customisation - tailored to meet your specific training requirements.
- Flexible - where and when you want.
- Cost effective - no travel, no days away, no unrelated expenses.
- Low cost per person - even with small numbers.
- Consistent message throughout your organisation.

Contact us

- To find out more about this programme or any other programmes we have on offer.
- To discuss your current or future training requirements.
- To learn more about our training approach and facilitators.
- Contact Ann at 01-2974070 or email ann@shrc.ie.

