



## INTERVIEW SKILLS FOR THE INTERVIEWER

### OVERVIEW

This programme will guide participants through the selection and interview process. They will avoid the pitfalls encountered by untrained interviewers such as reacting to personality, changing the job to fit the participants and bargaining on terms and conditions.

### DURATION:

1 Day

### PREPARATION FOR THE INTERVIEW

- Analysing job applications
- Aims and objectives of the interview
- Preparing for a selection interview
- Interviewing in pairs
- The panel interview
- Preparing the interview plan

### CONDUCTING THE INTERVIEW

- Questioning techniques and the importance of planning questions
- Questions in relation to the legal aspects of hiring the candidate
- Coaching the interviewer
- Communicating during the interview
- Non verbal communication
- Taking notes
- Establishing rapport with the interviewee
- Active listening
- Controlling the interview
- Questioning Skills

Mock interviews will be carried out in order to re-enforce skills acquired

- Facilitating the group in identifying the key attributes of the suitable candidate for the position
- Ensuring the 'right fit'
- Analysing the job in terms of knowledge, skills and abilities
- Agreeing the specification of the suitable candidate



### HOW WILL YOU LEARN?

This day will be very interactive and will consist of a mix of:

- Teaching by an expert trainer using a variety of quality learning materials
- Group and individual learning activities
- Group discussion