

Objectives of the training:

- Recognize the importance of “selling” the vacancy and the company
- Understand different types of interview questions and when they should be used to probe effectively
- Know how to structure questions to ensure the right evidence is gathered
- Know how to structure an effective interview
- Understand the importance of note-taking
- Have the opportunity to practise their interviewing skills with “live” candidate and receive feedback on their performance

Time	Activity
Session One	Introduction, Review of Objectives and Agenda
Session Two	Selling the Company and the Candidate Experience Interactive session which explores the importance of selling the company and the vacancy. We consider the impact of the candidate’s experience and the link with company brand in the marketplace.
Session Three	Key Skills Questioning, getting complete answers and listening skills Fun session where participants practise identifying different types of questions. We explore the STAR acronym as a tool to help gather complete evidence against required skills.
Session Four	Interview Structure We look at the ingredients of a successful interview and practice introducing and positioning the interview.
Session Five	Preparing for the Practical Sessions
Session Six	Practise skill learned in a “real” interview. Gain feedback on strengths and development areas.
Session Seven	Making an objective decision Participants pull together the evidence they have gained against required skills of the job – allowing them to make a fair and objective decision.