



Interviewing Skills: Attract the talent you want

Program Overview

The most important aspect of any business is recruiting, selecting, and retaining top people. Interviewing is an extremely important skill that must be developed effectively in order to successfully fulfill job responsibilities. Interviewing skills develop over time and require practice during actual job related interactions with the organizational persons. Many companies rely on outdated and ineffective interviewing and hiring techniques. Many-a-times, this critical responsibility sometimes gets the least emphasis.

Research shows those organizations that spend more time recruiting high-caliber people earn 22% higher return to shareholders than their industry peers. However, most employers do a miserable job while selecting people.

Good interviewing skills are critical for every manager's achievement. Making good hiring decisions and team member selections allows the managers to surround themselves with talented people with the right kind of skills to achieve great results. This interactive interviewing skills training helps managers and supervisors develop proven **behavior-based interviewing skills** and interviewing techniques to find the best candidate every time. Using practical examples and interactive exercises, managers learn how to get past the candidates prepared answers and uncover a candidate's real work attitude that can make all the difference when it comes to job performance. The participants also get awareness on the employment laws that impact interviewing and which can make good hiring decisions legally. This training also helps them to learn how to pose several great questions in compliance with law, along with working with human resources ensuring good recruitment and best candidate selection process.

TCG trains participants on the vital aspects that make up a successful interview. We take the participants through the process of identifying the core competencies needed to conduct an interview.

When an employer interviews a job candidate, apart from focusing on resume, will also focus on skills and talents and all personal characteristics that is brought to the interview:

- Perceived personality
- Dress and deportment
- Communication skills and
- Perceived judgment and work ethic

Training Objectives

- Understand the impact of interviewing and hiring the best applicants
- Identify and use the tools and techniques for interviewing effectively and finding talent
- Use the right kinds of questions to uncover what they are looking for
- Learn and use a specific step-by-step process for interviewing that eliminates mistakes
- Develop an action plan for their growth and development as interviewers
- Learn about different kinds of interview and when to use them
- Understand the role and importance of assessment tools in interviewing

Who Should Attend

1. Human Resource Managers & Executives
2. Recruitment Managers & Career Managers
3. Senior Managers responsible for selection of people

You Will Learn How To

After completing this workshop, participants will have the skills and knowledge to:

- Understand the impact of interviewing and hiring the best applicants
- Learn five laws of interviewing for finding the right people
- Learn about different kinds of interviews and use them for different requirements
- Identify and use the tools and techniques for interviewing effectively and finding talent
- Build effective questioning skills
- Learn and use a specific step-by-step process for interviewing that eliminates mistakes
- Understand how to decide between the different types of interview
- Develop the skills needed for approaching different types of interviews.
- Use an assessment process which provides objective, unbiased results
- Develop an action plan for their growth and development as interviewers

Training Aids

Included with this workshop is a comprehensive participant manual designed for easy reference including worksheets, matrices, checklists, and process flows; other aids used to make the workshop effective are PowerPoint Presentations, Role Plays, Games, Group Activities, and Case Studies

Training Hours

The duration of the training program will be for 2 days/16 hours.

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