



Interviewing

4 to 6 hours

English

Mid-to-Senior

Leadership

Team Member

Mid-to-Senior | Leadership | Team Member Courses

All Individuals Involved in Hiring

Effective interviewers have a significant impact on an organization. Whether in terms of its reputation and the quality of hires, there is a direct correlation with the interviewer and the interviewing process. We've all had first-hand experience with both an excellent and a poor interview experience. And both experiences stay with an individual and determines whether that qualified hire moves forward with your organization or your competitor. Interviewers must be skilled to use new tools and resources to minimize the use of legacy questions, mis-informed advice from others, and lack of adequate training. By not providing interviewers with interviewing skills, the organization misses opportunities to hire the most qualified individuals. Interviewers have a tendency to ask the wrong questions, subjectively assessing the candidates' responses, failing to connect questions to job requirements, and viewing the interview as a task rather than a critical business objective.

This course focuses on the interviewer's responsibility to provide the candidate with a quality experience and explores the consequences of an interviewer's behavior. It raises the interviewer's awareness of the important role they play, equips them with the skills to run an effective interview, and the ability to actively collect the right data to make an objective, results-oriented hiring decision. Interviewers create the first impression candidates have of the organization and it is critical they are a true representation of the brand.

This course will enable interviewers to . . .

- Utilize objective hiring techniques and avoid making subjective or "gut-feel" decisions.
- Determine candidate fit versus just trying to fill a vacant position.
- Recognize the most critical job requirements and ask questions that reveal job readiness.
- Link job description to the individual they are interviewing.
- Ask relevant questions that are directly related to the most important requirements of the position.
- Be 100% certain the interview questions asked do not pose any legal risk.
- Follow a structured interview process that provides a guide to all stakeholders and provide consistency in the interview process.
- Look at the hiring and selection process holistically.
- Identify aspects of the position the candidate will be motivated and demotivated to do.
- Consider the candidate as a person with experience and tailor the experience to the candidate.
- Create a 100-day development plan that recognizes key development opportunities for the new hire to be successful.