

INTERVIEWING SKILLS

Aim

A one day course to enable managers and supervisors to plan for and carry out effective recruitment interviews

Who is it for?

The course is designed for anyone responsible for the recruitment and interviewing of staff.

What will the course cover?

It will cover the processes and skills required to attract, interview and select suitable candidates to fill specific posts.

Course Objectives

- Explain how to attract suitable candidates and how to decide who to interview
- Describe how to prepare for the interview and why this is so important
- Identify and explain the structure of an interview
- Explain and demonstrate the key skills required for conducting an effective interview
- Describe how to select the best candidate

Benefits of attending

The day will help you to conduct effective interviews and feel confident that suitable candidates are being recruited.