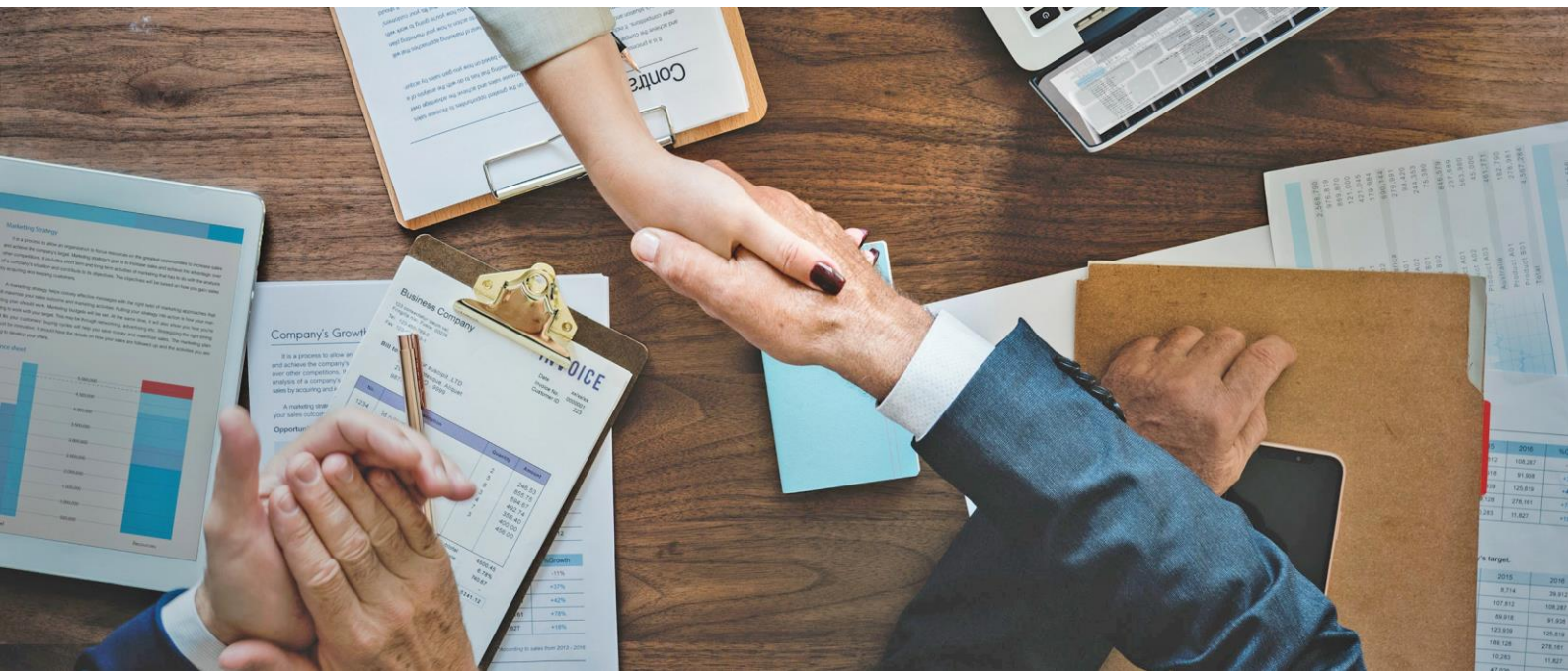


ART OF INTERVIEWING

2-Days Program



Research shows how interviewers who conduct frequent interviews have a huge impact on an organization in terms of its reputation as an employer of choice and the quality of hires. Just because one is a highly proven manager may not be equivalent to saying one is a capable interviewer. It's an art and skill that needs practice and mastery. This training by DOOR raises learners' awareness and equips them with skills to become an effective interviewer.

Art of Interviewing



Topics

- + Introduction to the role and mindset of an interviewer
- + Talent and your organization
- + Most used interviewing techniques
- + Ingredients of a successful interview
- + Practice Sessions

Training Objectives

At the end of this training you will be able to:

- 1 Receive clarity about organization’s purpose
- 2 Understand behavioral interviewing and interviewer’s role
- 3 Conduct job analysis using the critical incident technique
- 4 Develop or update a job description using job analysis findings
- 5 Develop rating expectations for the open position
- 6 Learn behavioral skills to conduct interview effectively
- 7 Make a hiring decision based on results of the interview

Duration

2 Days

THE #ART OF INTERVIEWING IS NOT JUST ABOUT GETTING A CANDIDATE; IT IS ABOUT GETTING THE RIGHT CANDIDATE.

Program Schedule

DAY ONE

Introduction to the role and mindset of an interviewer

Talent and Your Organization

- + Organization’s philosophy and goals
- + Costs of Bad Hiring

Interviewing Skills

Job Analysis

Roles of panel members

Questioning & Listening skills

Body language

Feedback giving & receiving

Behavior towards the Interviewee

DAY TWO

Most used interviewing techniques

- + Situational interviews
- + Competency based interviews

- + Behavioral interview
- + Top grading

STAR

Ingredients of a successful Interview

- + Hiring principles
- + Interview planning
- + Driving consensus among panel members
- + Maintaining candidate’s self esteem
- + Judging the resume
- + Handling problem candidates
- + Common interviewing errors
- + Verbal feedback to each participant
- + Closing interview
- + Post interview review and feedback report

Practice Sessions – Role Plays

Rooting interviewing as part of the organizational experience value chain

More information

If you would like to discuss any one of our programs please contact us.

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