



Course Description

CONDUCTING EFFECTIVE SELECTION INTERVIEWS: Going Beyond “Gut Feel” Hiring

A One-Day (or Two Half-Days) Training Workshop

About This Course

This one-day (or two half-days) course plan will show you how to prepare and run effective and successful selection interviews to increase your chances of hiring the *right* person for the *right* job.

Who Should Attend

This course will be valuable to anyone who recruits staff using a selection interview (e.g., HR professionals, hiring managers, and other stake holders.)

Structure of this Course

This course is built around 3 core sessions:

- *The Business Case for Hiring Right*
- *The 6 steps in Conducting Effective and Successful Selection Interviews*
- *Putting It All Together: The Mock Interview*

Each of these sessions are run using a combination of adult learning techniques such as short lectures, group exercises/workshops, short quizzes, multimedia presentations, and role playing. At the end course, participants will be able to learn the key skills that make selection interviews work like a dream and ultimately help make that great hiring decision!

Overview

Although many organizations are prepared to consider new ways to recruit staff, such as the use of the Internet, or video-conferencing links

in pre-screening, it is still rare to find organizations which do not use the interview at some stage in their recruitment processes.

Despite everything we can find out about a candidate, from their job histories to their personalities, from their performance in a test to their personal profiles, we still want to meet them face-to-face.

The interview remains central to selection decisions: upon it, we believe we can find out what a person is really like, whether they have the attitude we are looking for, whether they will fit in to the team and, crucially, whether we like them or not.

Delivery

- On-site or off-site (*fees will vary*)
- In English (*simultaneous interpretations can be arranged at extra fees*)

Related Products

- Developing Effective & Successful Selection Interview Skills (*Half-day workshop*)
- The Appraisal Interview (*half-day workshop*)
- The Counseling Interview (*half-day workshop*)

Make the Investment

Want to implement this course for your own company? Contact us at inquiry@hrcentral.co.jp or phone 080-3434-8665.