

Interviewing and Selection Skills

Selecting the best recruits is a critical role for any manager.



The interviewing and selection of the right people is core to the success of any organisation. The cost of interview and selection can be very high if the wrong decision is made.

All hiring managers need to understand how to add value to their organisation when hiring. This can be done by following a selection processes that is proven to be effective.

HOW GOOD ARE YOUR INTERVIEW AND SELECTION SKILLS?

Ask yourself the following:

1. I know the importance of the job description and how it attracts specific candidates.
2. I know what to write and where to advertise.
3. I maintain focus on the job description when screening applicants.
4. I can identify the criteria to match the correct applicants to the role.
5. I recognise legal implications during the recruitment process.
6. I plan and prepare for a selection interview.
7. I recognise the best selection techniques.
8. I know how to structure an interview.
9. I use behavioural interviewing techniques to address selection criteria.
10. I evaluate candidates in an interview accurately.
11. I create a calm environment during the interview to promote conversation.
12. I project a professional demeanour during interviews to calm the candidate.
13. I use effective questioning techniques to get information from the candidate.
14. I give constructive feedback to unsuccessful applicants.
15. I recognise the need to check up on referees.

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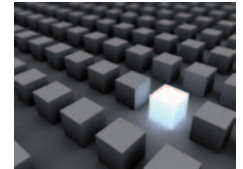
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KEY LEARNING OUTCOMES

At the conclusion of this course participants will be able to:

- Create a job description with emphasis on how it influences the person specification.
- Identify the skills and competencies needed for the role.
- Recognise what questions you can and cannot ask the candidate.
- Follow a systematic selection process.
- List initial selection techniques.
- Structure interview and use probing questions to gain as much information on the selection criteria as possible.
- Establish an open environment to help put the candidate at ease.
- Develop an assertive positive and straightforward style during interviews.
- Assess potential in candidates.
- Make decisions on each candidate based on the information gained in the interview.
- Review candidates skills, attributes and qualities based on the person specification.
- Select the best candidate by evaluating performance, skills and competencies.



WOULD YOU LIKE TO ATTEND THIS PROGRAM?

- For maximum effectiveness, this program is best conducted as an in-house program.
- **Ideal group size:** 4 – 12 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost.
- **Duration:** Your **Interviewing and Selection Skills** Course can be modified to fit inside your timeframe.
- **Cost:** Price on request.
- **Target Audience:** Any managers that conduct interviewing and selection for their organisation.

If you would like more information on this training program, please contact:

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