



# Recruitment interviewing

Identifying and selecting the right people and, moreover, not selecting the wrong people is critical to operational success. This programme, for anyone likely to interview, outlines current legal requirements, provides a framework for conducting a well structured interview and shows how probing questions can unearth the truth. This will increase the reliability of the interview process and avoid costly recruitment mistakes.

Around 2 hours • Face-to-face or virtual • Typically 4-15 participants • Supported by course notes • Interactive

## Key course elements

### Legal framework

- An overview of current employment legislation that will enable leaders to find the information they need while avoiding recruitment pitfalls

### Matching the job and the person

- Techniques to ensure that the interviewer starts the process with absolute clarity about the role

### Interview framework

- A proven interview structure to ensure that all areas are covered and avoid nasty surprises at a later date

### Questioning techniques

- Robust questioning techniques to unlock the information you need

### Making the decision

- Evaluating the evidence to ensure you make the right choice

## Participants will learn to...

- Apply their knowledge of the current legal framework and the dos and don'ts of recruitment interviewing
- Understand the key requirements of the job and the person, against which to evaluate CVs and applications
- Conduct an interview effectively using a straightforward framework
- Prepare and utilise good searching questions to probe the candidate for the evidence you will need to make a decision
- Assess the information objectively and make the appointment decision
- Leave all candidates with a good impression whether or not they are offered the job