



## Interviewing Skills Workshop Description

### Overview

Hiring high performers who have the capacity to learn and grow requires the interviewer to identify key job criteria, ask good questions, assess the capability and willingness of the candidate and make a decision based on the job criteria; all skills that are covered in this workshop.

### Objectives

Upon completion of this workshop participants will be able to:

- Use identified methodology and tools to select the best candidate for the position.
- Complete a position analysis, identify position criteria and prepare a cultural profile.
- Use a four-step model for conducting effective interviews.
- Use behaviorally-based questions as the primary candidate assessment technique.
- Utilize discussion techniques to foster dialogue and gather information during the interview.

### Learning Methods and Delivery

*Interviewing Skills* utilizes the latest in adult learning methodology including large and small group discussion, individual application, skill practice with feedback and real on-the-job examples. Participants leave with an interview tool they can use when conducting interviews.

Interviewing Skills can be delivered by our facilitators or certified client facilitators.

### Target Audience

Anyone in the organization who has the responsibility for interviewing job candidates

### Learning Time

3 hours

### Class Size

Typical class size 12 to 20

