

Interviewing Techniques

Who Should Attend?

Those who have a responsibility for recruiting – and more importantly interviewing – prospective hires as part of their role. HR Managers and Advisors, Company Executives and Line Managers would all benefit from this course. There is a heavy responsibility and accountability to make positive recruitment decisions, often with no training support. This course takes the guess work out of the interview process.



Course Outline

The **Interviewing Techniques** course teaches hiring managers how to effectively interview. Course participants are instructed in the art of 'detecting a lie' drilling down and developing and assessing behavioural questions based on role competencies.

It has been proven that past experience is the best predictor of future behaviour, therefore it makes sense to perfect the art of the behavioural interview.

HeadStart possesses more than 20 year's of successful interview experience and will help you become a more accomplished and confident interviewer.

Course Details

Course Fees	1-5 participants - \$295 per attendee 5+ participants - \$245 per attendee
Duration	2 hour group session
Dates	Book a course directly with HeadStart, or for latest course details visit www.headstartgroup.com.au

Course Code – HS028

About Us

HeadStart possesses over twenty years of professional development, training and HR experience. We offer a range of practical training solutions based on increasing corporate efficiency and developing key skill sets. Our facilitators integrate a blend of corporate experience and 'industry best' training principles, ensuring our courses deliver the desired outcomes.

Course Modules

- Types of communication and importance to interview process
- Factors affecting the effectiveness of the interview
- The Interview Process
- What is Competency Based Behavioural Interviewing?
- Writing CBB questions
- The importance of Equity
- Post Interview
- And now it's your turn – Role-play exercise

Course Outcomes

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

- Develop methods to ensure interviewees feel comfortable
- Understand what a role competency is and how to use it
- Write competency based behavioural interview questions and assess candidates accordingly
- Detect untruthful responses from interviewees
- Demonstrate competency based interview skills learnt



HeadStart Group

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