



Effective interviews

Ensure that you recruit great people by holding great interviews.

Whether for recruitment, appraisal or general interview technique, this course will transform your effectiveness. Have confidence that you have used the interview to best effect, gained all the information you need and made the best choices or decisions as a result.

1

Course outline

Generic interview skills; The selection interview; Competency based interviewing; The appraisal interview.

2

Learning outcomes

Questioning and listening skills; Ability to summarise; Identifying non verbal cues; Probing beneath the surface; Making a record of events; How to prepare effectively; How to make use of competencies; Making decisions.

