



Competency Based Interviewing Skills

Details

Duration: 1 Day

Region & Dates

Dublin: May 8, 2020
Dublin: Nov 14, 2020

Time:
9.30 am– 5.00 pm

Venue:
Ibec
84-86 Lower Baggot Street
Dublin 2

Cost:
Ibec member: €385
Non-member rate: €425

Programme Overview:

Competency-based interviewing is now widely accepted as the most valid and reliable candidate selection method. In this programme participants will comprehensively understand and practice the competency based interview.

Programme Outcomes:

On completion of this programme, participants will be able to:

- Understand the essential ingredients of excellent interviewing.
- Kick Interviewing 'Bad Habits'
- Gain confidence in their role as interviewer
- Make better selection decisions
- Use Ibec's Recruitment and Selection Toolkit

Approach:

The programme runs over a full day. There are a number of activities and case studies as part of the course to ensure that the key knowledge and skills are practiced.

To facilitate learning and increase self-awareness, participants complete a pre-training questionnaire to rate their current interviewer skills. This programme encourages participant discussion to ensure a thorough understanding of the key points and their application. Real life examples will be used throughout to ensure practicality and interest.

As an open programme, participants will learn best practice and from others' experience. As an inhouse option, the recruitment policies and procedures of the organisation will be incorporated into the content. This training can also form part of a suite of competency based training such as Competency- Based Induction and Competency-Based Performance Management



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Who Should Attend?

Executives, Managers and Officers who are involved in the area of recruitment and selection.

Programme Schedule:

Morning

- The most reliable methods of selection
- Recruitment Life Cycle
- The fundamental principle of Competency Based Interviewing
- What is a competency?
- Key Preparation required before interview

Afternoon

- The best interview “ the structured conversation”
- The STAR Model
- How to ask effective questions and listen as a interviewer
- Notetaking Techniques
- How to score the candidate
- Role Play & Feedback

Contact:

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