

Interviewing Skills and Selection Tools

This online seminar aims to transfer knowledge and best practices for specialists and managers so they can achieve superior results in the selection processes at professional standards.

Workshop's content

- How do we plan the selection process
- How do we define selection criteria: defining the job profile and the selection criteria
- Competency based recruitment
- Defining competencies in terms of behavioral indicators
- How to analyze, interpret and select the CVs
- Interviewing techniques and methods – behavioral interviewing
- How to ask questions in order to get relevant information
- How to evaluate job and organizational fit
- How to avoid evaluation errors
- Other assessment tools in the selection process: assessment center and psychological testing

Benefits

- The program provides a set of practical tools to be immediately applied in the selection process
- In order to enhance involvement of each participant and appropriate interaction, a set of interactive and practical methods will be used (role playing, group exercises, case studies)
- Individual feedback for the participants

This program is designed for

- People working in Human Resources: entry level, generalists, specialists and managers
- Department managers involved in the selections process

Over 3500 participants since 2007

Program

- 1 day: 10⁰⁰ - 17⁰⁰
- Location: TBA

Registration:
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