

Interviewing Skills Course

COURSE CONTENTS:

1 - Fundamentals of interviews

- Importance of interviewing skills
- Identifying types of interviews
- Understanding pre-employment testing
- Success factors
- Identifying success factors
- Defining a job
- Analyzing and defining the culture
- Writing success factors
- Using the Success Factor Worksheet
- Finalizing success factors

2 - Planning and preparing

- Planning for an interview
- Analyzing a candidate's resume
- Identifying lead questions
- Identifying sample lead questions
- Planning an agenda
- Customizing an interview
- Preparing for an interview
- Preparing the office
- Ensuring privacy
- Identifying personality styles

3- Handling and Conducting

- Handling an interview
- Identifying types of candidates
- Understanding the importance of silence
- Conducting an interview
- Opening the interview
- Gathering information
- Closing the interview
- Taking notes
- Identifying effective communication techniques

4- Evaluating and Deciding

- Evaluating a candidate
- Identifying types of bias
- Evaluating a candidate
- Making a decision
- Ranking a candidate



INTRODUCTION:

Employers continuously face the challenge of hiring the "right" employees. It is important to hire the best people who can produce the results you need. By using methods and techniques taught in this course, participants will develop an increased success rate in selecting the best candidate for the job; that match the skills, competencies, and environment for the hiring manager, their department, and the company.

WHO SHOULD ATTEND?

HR professionals, recruiters, development practitioners and line managers, or anyone who would like to conduct interviews more effectively.

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Hire the Best

5- Following up

- Following up after an interview
- Finding the appropriate candidate
- Identifying steps to follow up
- Understanding self-evaluation

COURSE DURATION:

Duration in Days: 3

Duration in Hours: 15

COURSE LANGUAGE:

Delivery & Discuss: Arabic/ English (Upon Request)

Material: Arabic/ English (Upon Request)

You Will Learn:

- How to plan and conduct a logical, structured interview.
- To increase your effectiveness by learning an interview model and format to use each time you interview.
- To become skilled at probing and obtaining more truthful information and less prepared answers.
- To sharpen your interviewing skills with hands-on practice during the program.
- Different hiring techniques with an in-depth study of the behavioral approach to interviewing.
- To define job requirements and specifications to match your company, function and open position.
- The right questions to ask by learning how to develop effective targeted questions to identify the best qualified candidate.
- How to safely and correctly handle sensitive areas that will keep you out of "hot water".

IN-HOUSE TRAINING:

We can present the course at your esteemed company whenever you need for a group of 3 to 10 participants. For more on In-House training, kindly check the **In-House Training Brochure**.

If interested, please notify me to send you the Technical and Financial Proposal.



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