

INTERVIEWING SKILLS

"My opposition to interviews lies in the fact that offhand answers have little value or grace of expression, and that such oral give and take helps to perpetuate the decline of the English language."

- James Thurber

Introduction

Great organizations become great by hiring the right people. In today's competitive world companies face two challenges - hiring and retention. Making poor hiring decisions based on lack of interviewing skills cost companies millions of dollars. This workshop will enable participants to understand what competencies mean in the organizational context and develop proven skill sets to interview and find the most suitable candidate for their organization.

Objectives

- Understand competencies required in a role
- Evaluate candidates' fit for the position based on the perceived competencies
- To plan, prepare and conduct goal directed interviews
- To develop and practice the skills required for effective questioning
- To assess candidates verbal & non verbal communication in a more sophisticated & subtle manner

Methodology

Interactive Lecturette based with role plays. Role plays will be video recorded and used during the feedback session for candidates.

Duration

16 hours

Batch size

Maximum 16 participants

Program Profile

The program will enable the participants understand the **meaning of competency, the competencies required in a role and the importance of recruitment framework**. The participants will also be taken through the difference between **the current interviewing approach** and the **Competency Based Interviewing** which will help them understand the context of competencies in the organization.

The participants will imbibe the **key interviewing skills** like questioning, information gathering and reading non-verbal signals.

The participants will also learn about the nuances **telephonic interviewing**

