

Interviewing Skills for Management

1/2 Day

Description

Every manager knows that to be successful, a company needs to build teams of employees who are the top in their field, work well together, and are happy in the company. However, it is often difficult for managers to find and hire the best people. In this course, you will practice techniques that will empower you to do just that—to hire the best candidate every time through strategies that will improve your success in interviewing. This can reduce or even eliminate significant turnover and allow your company to focus instead on achieving production goals.

Prerequisites

- None

Objectives

- ✓ Prepare to interview.
- ✓ Conduct an interview and complete the interview process.

Preparing to Interview

Define the Position Requirements

The Interview Process
 Consulting HR Before You Begin
 Position Requirements
 Compiling Position Requirements
 Corporate Culture
 Management Style
 How to Define the Position Requirements

Select a Strategy

Interview Strategy
 Interview Participants
 Behavioral Interviewing
 Using Behavioral Interviewing to Target Traits
 Situational Interviewing
 How Job Requirements Relate to Interview Questions
 Types of Questions
 Multi-Layered Questions
 Follow-Up Questions
 Interview Script
 Outline
 How to Select a Strategy

Choose Candidates for Interviews

Résumé Warning Signs

How to Choose Candidates for Interviews Interviewing a Candidate and Completing the Interview Process

Begin the Interview

Rapport
 Communicate Hiring Procedures
 How to Begin the Interview

Interview the Candidate

Job Expectations
 Advantages and Disadvantages of Note Taking
 Basics of Nonverbal Communication
 Negative Nonverbal Communication
 How to Interview the Candidate

Select the Candidate

Listening to Your “Gut”
 The Importance of Seeking a Second Opinion
 Checking References
 Differences Between You and the Candidate
 Internal and External Factors that May Influence an Interview
 How to Select a Candidate

Reconsider the Search

How to Reconsider the Search