

Interviewing Skills for Management (Tier 1)

1 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