

INTERVIEWING WITH CONFIDENCE



In any organization, selecting the right person for the right job is a challenge. Successfully meeting that challenge helps your organization keep turnover low, keep morale high, and achieve results. Leaders can take the first step in that direction by conducting candidate interviews effectively and with confidence. Not just hiring for those like me but for differs thought, background, and approach make for a stronger organization. This class teaches participants how to assess the competencies necessary to be successful in a job and how to ask appropriate, targeted interview questions that elicit meaningful responses.

Objectives

- Discuss the interview process
- Explore the importance of clarifying needs and competencies
- Explain various questioning techniques using the STAR technique
- Explore legal issues, topics to avoid, interviewing pitfalls, and documentation best practices
- Understand biases and how to interview for job fit
- Practice and get feedback on interview techniques

Benefits

- A targeted approach to determining competencies and fit
- A proven process for conducting interviews
- Legal dos and don'ts of questions you can and cannot ask in an interview

Languages

English, Spanish

Delivery

Classroom	Half day
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