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HUMAN RESOURCES AND TRAINING | HRT-068

Advanced Interviewing Techniques for Managers and Employers

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Course content

Why Attend

Why Attend Selecting the right talent is one of the most important responsibilities of managers and hiring professionals. This course provides participants with advanced interviewing techniques, structured assessment methods, and practical tools to improve hiring decisions, reduce selection bias, and ensure recruitment processes are professional, objective, and aligned with organizational needs.

Course Methodology The course combines interactive presentations, role plays, interview simulations, case studies, group discussions, practical exercises, assessment workshops, and real-life recruitment scenarios to ensure practical application of concepts and techniques.

Course Objectives By the end of this course, participants will be able to:

- Understand modern interviewing methodologies and best practices
- Develop structured interview frameworks aligned with job requirements
- Assess candidates objectively using competency-based techniques
- Improve communication and questioning skills during interviews
- Reduce bias and improve decision-making quality
- Conduct legally compliant and professional interviews
- Enhance candidate experience and post-interview processes

Target Audience

- HR professionals and recruiters
- Hiring managers
- Department heads and supervisors
- Talent acquisition specialists
- Business leaders involved in recruitment decisions
- HR business partners
- Professionals responsible for employee selection and onboarding

Course content

Target Competencies

- Interviewing skills
- Candidate assessment
- Recruitment and selection
- Communication and questioning techniques
- Decision-making
- Talent acquisition
- Behavioral assessment
- Employment law awareness

Course outline

Day 1: Foundations of Effective Interviewing

- Understanding the role of interviewing within the recruitment and selection process
- Exploring different interview formats and assessment approaches
- Understanding the relationship between pre-employment assessments and interviews
- Identifying the critical success factors required for job performance
- Developing competency and success factor profiles for different roles
- Practicing the design and application of role-specific assessment criteria

Day 2: Interview Planning and Preparation

- Understanding the stages involved in effective interview preparation
- Reviewing and evaluating candidate applications and résumés systematically
- Developing competency-based and behavioral interview questions
- Designing structured interview frameworks and agendas
- Preparing professional interview environments and logistics

Course content

Course outline

• Ensuring confidentiality, consistency, and fairness throughout the process

• Reviewing key preparation considerations and best practices

Day 3: Conducting Professional Interviews

• Creating positive first impressions and opening interviews effectively

• Managing interview flow and maintaining productive discussions

• Adapting communication approaches to different candidate personalities and behaviors

• Utilizing listening skills, silence, and probing techniques to gather deeper insights

• Recording observations and interview findings effectively

• Closing interviews professionally and explaining next steps clearly

• Applying effective communication skills throughout the interview process

Day 4: Candidate Evaluation and Hiring Decisions

• Assessing qualifications, competencies, experience, and organizational fit

• Understanding unconscious bias and its impact on hiring decisions

• Applying structured evaluation and ranking methodologies

• Using scoring systems and assessment frameworks consistently

• Making objective and evidence-based hiring decisions

• Reviewing best practices for selecting the most suitable candidate

Day 5: Post-Interview Activities and Legal Considerations

• Providing constructive and professional feedback to candidates

• Managing communication with unsuccessful applicants effectively

• Developing talent pools and succession pipelines for future opportunities

• Understanding key employment law considerations affecting recruitment decisions

Course content

Course outline

- Identifying appropriate and inappropriate interview questions
- Encouraging candidate engagement through effective two-way dialogue
- Strengthening candidate experience and employer branding throughout the recruitment process

Seminar dates

Available seminar dates

Live dates and pricing for Advanced Interviewing Techniques for Managers and Employers generated from the course details page.

Date	Location	Format	Fee
Dates on request	Venue on request	Classroom	**Contact us**

Live online option	Online delivery is available at €1,850.-.