informatech




HUMAN RESOURCES AND TRAINING | HRT-068

# Advanced Interviewing Techniques for Managers and Employers

**UK**
+44 33 000 111 90
info@informatech.co.uk
https://informatech.co.uk
63-66 Hatton Garden Hatton Garden
EC1N 8LE , London

**NL**
+31 85 74 444 46
info@infomatech.nl
https://infomatech.nl
Waarderweg 50 - 2031PB
Haarlem - Netherlands



# 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 |
|---|---|---|---|
| 18 - 22 January 2027 | Amsterdam - Netherlands | Classroom | **€3,040.-** |
| 15 - 19 February 2027 | London - U.K | Classroom | **€3,360.-** |
| 15 - 19 March 2027 | Istanbul - Turkey | Classroom | **€2,240.-** |
| 19 - 23 April 2027 | Vienna - Austria | Classroom | **€3,600.-** |
| 17 - 21 May 2027 | Barcelona - Spain | Classroom | **€2,560.-** |
| 21 - 25 June 2027 | Paris - France | Classroom | **€3,600.-** |
| 19 - 23 July 2027 | Frankfurt - Germany | Classroom | **€2,720.-** |
| 16 - 20 August 2027 | Barcelona - Spain | Classroom | **€2,560.-** |
| 20 - 24 September 2027 | Amsterdam - Netherlands | Classroom | **€3,360.-** |
| 18 - 22 October 2027 | London - U.K | Classroom | **€3,360.-** |
| 15 - 19 November 2027 | Istanbul - Turkey | Classroom | **€2,800.-** |
| 20 - 24 December 2027 | Vienna - Austria | Classroom | **€3,920.-** |

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