ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



HR AND WELLBEING

Interviewing Skills for Hiring Managers

Plan and conduct effective job interviews and compare notes with confidence.

WHO IT'S FOR

Managers who interview candidates and own the hiring decision.

DURATION

1 day, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Work from the job criteria to define what to look for
- Write behavioural questions that draw out real evidence
- Open, structure and close an interview with confidence
- Probe answers and take notes that support a decision
- Reduce bias and keep the candidate experience positive
- Compare notes with co-interviewers and reach a fair decision

ABOUT THIS PROGRAM

Interview training for managers turns a conversation into a structured way of finding the best person for the role. Hiring managers will recognise the pull of an easy chat, questions made up on the spot and a decision based on who felt like a good fit. Participants work from the job criteria, write behavioural questions, probe for evidence, take useful notes and compare notes fairly with co-interviewers. They leave able to run a consistent interview for every candidate, using your own roles and recruitment process.

Tailored to your organisation

We build in your recruitment policy, selection criteria and values, and practise on roles your managers actually recruit for. Interview skills training sticks best when participants rehearse with their own vacancies.

> Loved Mechelle's presentation and facilitating style – this course was excellent!
>
> Hub Australia – Ryan

Talk to us about this program

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Enquire online