

Interviewing Skills Training Outline

Course Length: 2 to 3 days

Course prerequisites: none

Overview

This workshop will teach managers how to get the most useful responses from candidates – responses about actual performance in past jobs and accomplishments in specific work situations. This type of information – Behavior Description – greatly increases your ability to predict whether a candidate will be the top performer your organization is looking for.

Research shows that interviewers trained in Behavior Description interviewing make hiring decisions that are two to five times more accurate than traditionally trained interviewers.

Course Content

- Improve the quality of your workforce by teaching managers how to select qualified new hires who are well-suited to their positions.
- Integrate managers' current interviewing practices with a *Behavior Description Interviewing* method.
- Establish a standardized and systematic method for comparing applicants based on their interview responses.