



Interview Techniques

An interactive 4 hour workshop designed for delivery face to face.

Who should attend: Line Managers who are involved in interviewing potential employees.

Outcome expected: Participants will be able to identify different interviewing techniques and when they should be used in order to get the most from every interview and ensuring that hiring decisions are objective.

CONTENT

1. Definitions

- Preferential
- Behavioural
- Competency
- Situational
- Targeted selection

2. The theory

- Preparation for interview – the pre-screen
- Structure
- Questioning techniques
- Building rapport
- Use of voice
- Non verbal body language
- Candidate control
- Generational Issues

3. The practical

- Role play set scenarios

How to contact us:

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