

[ HUMAN RESOURCE SERIES ]

## INTERVIEWING SKILLS FOR NON-HR PERSONNEL



### COURSE OVERVIEW

- What does it takes to hire the right person for the right job?
- How can you find out if the candidate lies?
- You spend the time and money to recruit this person and he / she quits few months later... isn't it frustrating?

In the job market, there are many candidates available. However, how can you be sure have selected the right person for the right job? What does it takes to ensure that people are genuine in answering the interview questions? In this workshop, the techniques and processes that you experience will help you unleash the interviewees' potential, and discover their strengths and weaknesses.

### COURSE OBJECTIVES

- Ensure that the right candidate is selected.
- Ensure the values of the candidate match with the values of Company's in addition to competency.
- Ensure that the candidate has the right skill set for the job.
- Learn the skill of detecting lies and interpret the underlying meaning.

### TARGET AUDIENCE

Managers and Executives who require to conduct interviews for selection of candidates and who has no Human Resources experience.

### COURSE OUTLINE

- Module 1: Who To Call For Interview?
- Module 2: What To Do Before The Interview
- Module 3: How To Handle A Successful Interview
- Module 4: Tips On Polishing Interviewing Skills

### COMFORI SDN BHD

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