

PROFESSIONAL INTERVIEWING TECHNIQUES



INTRODUCTION

Interviewing skills are important in the recruitment process. The recruitment process does not only involve the HR department, but it also involves directors, managers and supervisors. Sourcing and hiring the right candidate and talent is crucial as it keeps the organization running smoothly. The interviewing process involves strategic and organized system.

This 2-day workshop involves interactive discussions and activities. There will be role plays and mock sessions of interviewing to enable participants apply what have been taught in real-life situations.

OBJECTIVES

- Learn how to identify the right candidate
- Conduct interviewing processes professionally
- Identify and master the right interviewing techniques
- Interact with the candidate to gather information by using the right communication techniques

WHO SHOULD ATTEND?

- HR Managers
- HR Personnel
- HR Practitioners
- Panel of Interviewers
- Training / Learning & Development Managers
- Recruitment & Talent Management Personnel
- Those involved in interviewing processes / staff selection for recruitment purposes

COURSE OUTLINE

- Introduction of the Interview
- Issues Relating to Types of Interview
- Issues Relating to Interviewing Formats

- Issues Relating to Interviewing Question Styles
- Issues Relating on Job Description vs. Job Specification



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