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Interviewing Skills



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Interviewing Skills

In today's highly competitive market, successful recruitment and selection presents an ongoing challenge. The critical role of every manager is to hire the right people for his organization. To carefully screen the potential employee who can and will give their best effort, it is imperative to prepare the managers to perform the highest quality interviewing of people possible. Hiring the right person for the job can save organization's money and recruiting cost.

Aims/Objectives:

- To facilitate participants in understanding step-by-step process of planning, recruiting, interviewing and hiring the right person for the job.
- To enable participants to conduct a goal-directed interview and uncover in-depth data about the candidate.
- To assist participants in developing an interviewing strategy and provide them with inputs on how to open and close the interview.
- To orient participants to implement consistent recruiting, screening and hiring procedures and establish a selection standard for employment.
- To facilitate participants in conducting effective face-to-face interviews that allows the organization to make the right selection.
- To facilitate participants to prepare rating sheets, forms, templates etc, essential for the process driven selection methodology.

Workplace Outcomes:

- The participants will learn the entire process of planning, recruiting, interviewing and hiring the right person for the right job.
- The participants will master the skills and techniques that are essential for conducting a successful selection process.
- The participants will understand how to be prepared for conducting interviews and how to elicit essential information from the interviewees.
- The participants will have a focused approach while hiring and look for the right competencies. This will facilitate in making good hiring decisions.



Duration: 1 Day

Methodology:

The program will have highly interactive lecture sessions, power point presentation, Role-plays, practice exercises, case studies and Simulation Games.

Participants:

Recruiters, HR Generalists, HR Managers, Staffing Managers, Functional Managers involved in Hiring, Line Managers, Operations Managers.