

Competency Based Interviewing

Ever hired the wrong person?
How much money can good recruitment
decisions save your company?



Why competency-based interviewing?

Many HR Professionals agree that traditional interviewing is not a reliable predictor of future performance – and poor recruitment decisions can be very costly.

Competency-based interviewing provides a best-practice recruitment approach that:

- Is fair to all candidates
- Probes candidates' experience for evidence of past behaviours most likely to predict future performance
- Increases the probability of making good recruitment decisions.

The benefits

- An immediate positive impact on your recruitment process
- Enhanced interviewing skills developed through practice
- A consistent and proven interview process
- Reduced risk of costly recruitment mistakes
- Up-to-date advice on employment legislation issues
- Lots of bonus tips, tools and techniques, including a ready-to-use behavioural competency framework

What will the course cover?

By the end of the training you will be able to:

- Write and maintain competency-based job descriptions
- Select and use a range of questioning and listening skills
- Recognise and interpret non-verbal communication
- Understand and interpret competency frameworks
- Gather competency-based evidence at interview
- Capture and evaluate interview evidence
- Understand the legal and administrative responsibilities of an interviewer.

Bonus item

Every delegate also receives a copy of **The Interviewer's Resource Pack™** containing twenty-four core behavioural competencies together with sample questions to use at interview.

Who should attend?

This course is aimed at you if you want to develop your interviewing skills using this technique, or if you want to conduct reliable, robust recruitment interviews. For example:

- HR professionals
- Line Managers
- SME owners and managers
- Recruitment consultants

"Excellent course – wish I'd learnt this technique years ago."

Kathryn Gardner – Office Personnel

"Best course I have attended in 20 years plus. Well structured, holds the attention, fun and motivates."
Heather MacDougall – Scottish Agricultural College

"I learnt more in these two days than I have in the last 5 years."

Bonnie Clarke – Hays Human Resources

"The overriding benefit to our organisation will be the improved identification, deployment and retention of talented people within our industry. I would recommend Allen Training Associates in particular for their broad yet highly knowledgeable approach and flexible view on training delivery."

Lorraine Stoten – Astbury Marsden

Course duration: 2 days

Public Course Price: £545 plus VAT

This course is also available as a tailored in-house course. Prices are available upon application

For more information, please contact:

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