XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

Behavioral Based Interview Training for Hiring Managers Training Course

DURATION	LANGUAGE	FORMAT
5 days	**English**	**Classroom / Online**

Upcoming dates

Dates	Venue	Format	Fee
4 – 8 Jan 2027	Live online	Online (live)	**€1,200**
8 – 12 Feb 2027	Berlin	Classroom	**€3,600**
12 – 16 Jul 2027	Live online	Online (live)	**€1,200**

Register or ask a question

Online: x8ti.com/course/behavioral-based-interview-training-for-hiring-manag…

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Behavioral Based Interview Training for Hiring Managers Training Course

Introduction

Introduction

It is particularly important for an organization to hire the right fit for the competencies required for the business. Behavior-based interviews extract the best response to evaluate the skill, knowledge, versus the views of the candidates. Situational based response talks a lot about the personality and character of the candidate and how will he/she perform in real-time workplace difficulties/ changes.

Behavioral-based interviews are a crucial part of an organization. This Xcelerate Training course will provide adequate information as to the skills, education, experience, and values are in alignment with the organization's culture and value system.

Learning Objectives

- Define what is Behavioral-based interviews
- Importance of Behavioral-based interviews
- Learn to identify the candidates that are best-fit basis their value match
- Develop skills to effectively execute interviews
- Build ability to ask behavioral questions to assess competence
- Successfully recruit the best candidate in a competitive marketplace and save costs
- Execute an interviewing process that they can use to determine the competency and cultural fit of candidates based on their understanding of their organization's culture, job specifications, and competencies
- Create scenarios that are role-specific and assess responses for optimum success
- Include a panel to avoid any sort of bias that might hinder the judgement
- Document and record all the observations for fair and just evaluation

Training Methodology

Xcelerate Training Institute has designed this training program on the Behavioral Based Interview Training Course for individuals in recruitment, Leadership hiring role, role-based hiring in any organization.

This program is a very collaborative and interactive session as participants from all cultures participate in this training program and share their own office experiences and challenges.

Customized modules can be arranged for organization-specific learning requirements. This program involves group discussions, case studies, and role-plays.

Benefits for Your Organization

- The organization would have a highly qualified and experienced candidate in the market, that are culturally fit

- Hiring candidates having values in alignment to the organization would not have the discord preventing dysfunctional conflict
- Would save the time invested in the process of hiring by getting it the first time right
- Hiring the right candidate would save the cost
- Hire specific and relevant skill set for the job profile
- Create a repository questions and appropriate responses for enabling the interviewer to make a factual decision
- Assess candidates for various critical situations that one might face in the organization/ role
- Avoid discrimination and hire a candidate in alignment to the organizational values and goals
- Filter misfit by taking various methodologies and approaches; simulation, role plays, questionnaire, psychometric assessment etc.
- Take multiple rounds to curtail unfair rejections basis biases
- Hire brand ambassadors who can be the face of the organization

Benefits for You

- Utilize the right methodology for interviewing the candidate based on behavior
- Learn to customize questions in alignment to the job profile
- Learn to probe the candidates to explore the response
- Utilize the time to gauge the nuances of the requirement of job profile
- Learn to keep calm and stay neutral even if the response is unexpected (expect the unexpected)
- Learn to gain the understanding of candidates personal likes and dislikes by digging deeper
- Learn to understand the level of engagement of the candidate
- Probe to understand the strength and weaknesses of the candidate
- Learn different skills of the candidate like creativity problem solving customer handling, etc. basis the role requirement
- Learn to assess the discipline and hygiene habits of the candidate
- Assess the candidate’s ability to adapt and readiness to flex in case the need be
- Assess the ability to handle pressure and difficult clients
- Gauge the capability to work in a team and communicate
- Revisit the evaluation sheet and rate the strength and weaknesses
- Learn not to judge the candidate based on an answer/any bias

Target Audience

Leaders and Managers, HR personnel, Line Managers, HR experts Recruiters, Hiring Managers, OD Consultants, Independent consultants, Corporate professionals managing people in the business

Course Outline

Introduction of Behavioral Based Interviews

- What is Behavioral Based Interview?
- Benefits of behavioral based interviews

- The basic principle of the approach
- Right methodology to use
- Selection strategy
- Preparing a candidate for day-long experience/ multiple rounds and methodology
- Abiding by legal obligations of the region while taking candidate through the entire interview process

Competency Mapping

- Collaborating with line managers to understand the need for business
- Collaborating with existing employees to understand the demand for the role
- Understand the job description
- Listing down the competencies showcased by the line managers and employees, KSA's required to perform the job well
- Include contingencies, and challenges the role might present to the individual

Behavioral Interview Essentials

- Planning an effective process of interviewing
- Running the candidate's CV through the line managers
- Effective opening and explain the interviewing process to the candidate
- Using behavioral/ competencies-based scenario's
- Identifying relevant skills/information
- Carry out legally safe interview documentation
- Analyzing past job performance

Different Methodology

- Event-Based questions
- Video-based questions
- Situation-Based questions
- Role-plays
- Simulations
- Psychometric and personality assessment

Interviewing Basics

- Phases of Interview
- Prepare the right set of questions to be asked
- Utilizing the right methodologies of interviewing
- Listening skills; record the interview with candidate's consent
- Probing the candidate
- Taking down the notes
- Giving and tracking feedback
- Closing the interview

Evaluating the right Competency

- Competency alignment with the business need
- Revisiting different assessment tools

- Remarks from the line managers

Shortlisting Candidate

- Fairly assess and review the resume of the candidate
- Identifying alignment to the required competencies
- Revisit scorecard
- Showcase unbiased approach

Identifying behaviors

- Identify key behaviors
- Assess body language, Eye contact, Facial expressions
- The attitude displayed by the candidate

Documentation and Recording for future reference

- Record any observations and key behaviors
- Document properly for current and future reference
- Save hard copies and soft copies

Communicating Feedback to the candidate:

- Whether the candidate is selected or not communicate the feedback
- While there is no obligation; tell them, what can be improved/ what is not appropriate

FAQ’s, Role-plays, Case studies and Discussions:

- Interact with industry leaders
- Participate in role plays
- Participate in discussions
- Conduct and observe a few rounds of Behavior-based interviews

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Registration Form

Behavioral Based Interview Training for Hiring Managers Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

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Register online
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