XCELERATE TRAINING INSTITUTE
your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

# Competency Based Interviewing Skills Training Course

| DURATION | LANGUAGE | FORMAT |
|---|---|---|
| 5 days | English | Classroom / Online |

## Upcoming dates

| Dates | Venue | Format | Fee |
|---|---|---|---|
| 17 – 21 ???? 2027 | Live online | Online (live) | €1?200 |
| 22 – 26 ?????? 2027 | Live online | Online (live) | €1?200 |
| 27 – 31 ?????? 2027 | Istanbul | Classroom | €4?800 |

### Register or ask a question

Online: x8ti.com/course/competency-based-interviewing-skills-training-course…
+491631686678 · info@x8ti.com

# Competency Based Interviewing Skills Training Course

## Introduction

Competency is defined as a set of skills, knowledge and behavior that enables an individual to perform a task or action effectively. Any job be it small or big needs a specific kind of skill to perform and achieve the best results. One cannot perform a job without knowing the skills required for the specific job profile. These skills can be learned at any point of time.

Having a clear picture of competencies can help individuals excel at what they do and it, in turn, benefits the organizations to hire the right fit and grow exponentially. A mutual win-win deal.

This Xcelerate Training Institute Competency Based Interviewing Skills Training Course helps the organization select the right candidate by aligning the interviewing process towards the competencies that are quintessential to successfully perform on the job.

## Learning Objectives

By the end of the Competency Based Interviewing Skills Training Course, the participants of this Xcelerate Training Institute course will be able to:

- Understand the importance of competency based interviews
- Explain the process and steps involved in Competency based interviews
- Learn the benefits and challenges of Competency based interviewing
- Identify and select appropriate competencies for each job role that is been interviewed for
- Learn the skill to effortlessly conduct the interviews
- Learn to effectively ask the right set of questions to identify the competencies of the candidate
- Successfully recruit a candidate having competency that is in alignment to the job profile
- Identify the competencies of the candidate and assess congruence
- Describe the competencies required for a particular job
- Empanel key stakeholders to assess functional and behavioral competencies for successful performance
- Segregate competencies basis the expertise of the interviewer involved in the process
- Incorporate various methods in competency-based interviews to confirm the authenticity of employee's claim of Knowledge, Skills and Abilities (KSA)
- Use competency-based interviewing skills to assess critical behaviors required for niche roles

## Training Methodology

Xcelerate Training Institutes has designed this training program on the Competency-Based Interviewing Skills Course for individuals in recruitment, leadership hiring role, role-based hiring in any organization.

This workshop involves interactive sessions 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. Group discussions, case studies, and role-plays will be used.

Xcelerate Training Institute Talent Solutions follows the Do-Review-Learn-Apply Model.

## Benefits for Your Organisation

Organizational Benefits of employees who participate in Competency Based Interviewing Skills Training Course will be as below:

- The organization would be able to hire the right fit for rapid growth
- Save costs and resources around frequent turnover and attrition
- Informed stakeholders about the role and competencies they are trying to assess
- Ready repository of questions for the job role been assessed
- Learn to differentiate between competency based and generic interviewing skills
- Save enormous time involved in training and coaching because of misalignment
- Have a structured approach towards recruiting, preventing any pitfalls of mis-hire
- Revisit and improvise the competency based interviewing techniques with recurring experience and exposure
- Enhance the interviewee experience by structuring interview process around the competencies, leading to word of mouth publicity
- Engage employees, earn trust and loyalty, in turn, increasing profits
- Empanel and coach hiring leaders to conduct successful competency-based interviews
- Filter the unsuitable profiles that do not match the demand of the job profile

## Benefits for You

Participants who enroll in this Competency Based Interviewing Skills Training Program will benefit in the following ways:

- Learn to hire the most skilled and knowledgeable candidate
- Learn to identify the knowledge, skills and competencies required for the said job profile
- Engage with all stakeholders in and around roles to learn about enablers and bottlenecks in performing any job
- Identify a candidate possessing knowledge versus one pretending; validate the authenticity
- Participants would be able to ask challenging questions to the candidate and identify their strengths and weaknesses
- Would be able to effectively design interview for present and future reference
- Would be able to assist the line managers to identify the right fit for the job
- Learn to identify the right questions to assess and probe relevant information from candidates
- Effectively provide positive feedback to the candidate
- Understand the need of business and evaluate competencies that would lead to success
- Collaborate with line managers and tenured employees to learn the competencies required for the job

## Who Should Attend

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

# Course Outline

## Introduction of Competency Based Interview

- What is Competency Based Interview?
- Benefits of Competency based interviews
- Principles of the Competency Based Interview

## Planning and conducting the interview

- Plan the questions to be asked to the candidate
- Select only right resumes/ profiles to save resources like time, money, efforts, etc.
- Ask questions that help to validate the information and confirms the competence
- Assess the candidate potential by asking future-oriented questions
- Note the knowledge displaying responses and past reference of proven capability
- Segregate generic and competency-based questions
- Design the aptitude rounds to identify the competence
- Put the candidate through different rounds of interviews with different interviewers
- Build and analyze the competencies around a competency framework

## Assessing and Identifying Competencies

- Collaborate with line managers to assess competencies required for the job
- Connect with current and previous employees and learn the required competencies for the growth of the business
- Ask competency-based questions to the candidate to gauge the knowledge
- Anticipate and ask for an event-based competency question

## Questions to determine the competencies

- Situation or event-based questions
- Example of conflict handling
- Questions basis the job profile
- Response evaluation
- Inappropriate or irrelevant questions

## Basics of Interviewing

- Follow basic etiquettes around interviewing
- listening Skills
- Language Skills
- Eye contact
- Level of confidence
- The professionalism of the candidate
- Body language
- The attitude of the candidate

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# Registration Form

## Competency Based Interviewing Skills 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): .....

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

Email: .....

### Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

**Call**
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**Email this form**
info@x8ti.com

**Register online**
Open the course page