XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

Interview Skills and Techniques Training Course

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

Upcoming dates

Dates	Venue	Format	Fee
26 – 30 ????? 2027	Live online	Online (live)	**€1?200**
3 – 7 ???? 2027	Amsterdam	Classroom	**€4?800**
4 – 8 ?????? 2027	Live online	Online (live)	**€1?200**

Register or ask a question

Online: x8ti.com/course/interview-skills-and-techniques-training-course/

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Interview Skills and Techniques Training Course

Introduction

Introduction

What are Interview Skills and Techniques? It is a process of hiring the right fit by studying, analyzing, and assessing the profile from the set of candidates applying for the job. To have a clear picture of what kind of person the organization wants to hire, an updated description of job and responsibilities must be prepared.

There must be an alignment between the Organizations values, morals, and goals with the candidate. Understanding the organization required for the position is important for the managers to hire a competent candidate.

This Xcelerate training course will empower you to achieve the purpose of identifying candidate's knowledge, skills, abilities, and behavior through relevant and appropriate training and guidance that leads the employee and the organization to achieve the success and grow rapidly.

Learning Objectives

- Explain the meaning of interview skills in line with their organization and industry
- Acknowledge the importance and benefits of interview skills and techniques
- Differentiate between Interview skills and techniques
- Know the skills required and carry out effective interviews
- Have a structured process of hiring the right candidate
- Plan and prepare for the interviews (self and the panel)
- Learn to set the right expectations with the candidates
- Prepare the repository of questions to ask in advance, verified by the hiring leader
- The present organization in the best light to the interviewee for trust and confidence
- Prioritize the questions and carefully record the answers given by the candidate
- Use different tools and methodologies of interviewing for identifying skills
- Engage appropriate interviewing skills for assessing and matching competence
- Gain the confidence to ask relevant questions – prepare, practice and update the process
- Selecting the right candidate basis, the mapped competencies around a profile
- Gain access to the most competent talent in the market and hire them
- Reach the desired goal of success and maintain the position by reinforcing the right practices
- Master the art of conduction and managing interviews
- Maintain a record of a candidate – profile, key critical incidents and reference for future

Training Methodology

Xcelerate training institute has designed the Interview Skills and Techniques Training Course for individuals in recruitment, Leadership hiring role, recruitment consultants in any organization. This workshop is a very interactive session as participants from different countries and cultures participate and share their own office experiences and challenges.

The modules in this course can be customized and arranged for organizational specific learning requirements. This program involves group discussions, case studies, and role-plays (*videos can be recorded for feedback and review to map the best practices, hits and misses)

Benefits for Your Organization

- Align the interviewing process with organizations goals, values, and morals
- The organization would have committed workforce due to alignment and cohesion
- Use best sourcing platforms to engage with suitable candidates thus reducing rejections
- Successfully send interview invites to the candidate through various platforms
- Have an extended reach to hire – through technology and automation
- The organization would set a benchmark through its structured interviewing procedure
- Learn the soft skills required to perform the interviews successfully
- Explore and master the technical bent of getting the interviews right
- Communicate the updates to interviewee and internal panel to streamline the process
- Create a process that provides objective and fair outcomes
- Build a strong and fair BGV (Background Verification) process that establishes honesty and trust among the employees and employer
- The organization will have an employee-oriented culture; inclusive and nurturing to help people grow
- The organization will have an agreement with its employees for its values and morals, removing the element of surprise /shock
- Filter any misfits to prevent future conflicts and resentment
- Engage and utilize resources of organization, self and interviewee for the best interview experience
- Train recruiters, interview panels, hiring managers on respective roles to get the process right
- Get the understanding of elements that impact the interview process and candidate experience
- Offer basics like water, pens, check for comfort in waiting rooms, etc.- little courtesy goes a long way
- Seek feedback from candidates that were interviewed, however, didn’t choose to join the organization
- Analyze factors from candidate feedback to improve the interview process, candidate experience and culture

Benefits for You

- Learn to reach the best talent in the market
- Successfully design and run an interview process to identify the right candidate
- Learn to meet and greet the candidates to make them comfortable
- Exude confidence no matter what role you are into to create a right impression
- Learn about company culture & values, demonstrate them in conduct and sensitize interviewees about what they are getting themselves into
- Dress appropriately, project the culture and set expectations clearly
- Participants would be able to ask the right set of questions and probe further
- Learn to conduct the interview warmly and make the candidate feel at ease
- Carry out effective communication during the interview

- Develop active listening skills to record the correct information
- Learn to follow the hiring protocol
- Consider all the metrics while hiring a candidate
- Participants would make an informed and effective decision
- Provide the right information to the Managers to make the final decision
- Participants would be able to collaborate with the line managers
- Learn the need of the business to hire a candidate
- Learn the process of hiring and documentation
- Learn to assess the candidate for the competency required for the job

Target Audience

Recruiters, Hiring / Line Managers, OD Consultants, Independent consultants, Corporate professionals hiring people in the business

Course Outline

Introduction to Interview Skills and Techniques

- What are Interview Skills and Techniques?
- Importance and benefits of Interview Skills and Techniques
- Difference between Interview Skills and Techniques
- Differentiate between soft and technical skills

Importance of Interview Techniques

- Hiring the right fit for the organization
- Promoting growth and success for an employee
- Understand the position you are hiring for
- Understanding the role and responsibilities

Types of Interviews

- Structured interview – To ask the questions set in advance
- Semi-Structured interview – To ask questions based on candidate’s response
- Unstructured interview – Having a list of topics but no questions to ask
- Screening – Preliminary assessment of the candidate’s profile
- Initial Discussion and fact-finding – Exploring skills, experience, and cultural fit
- Telephonic Connect – In the interest of time and resources telephonic-ally connect with the candidate
- Behavioral – Interview to assess behavioral competencies to match the job requirement
- Individual / Face to Face interview – Upon initial screening and finding fitment
- Group/ Panel interview – Basis initial confirmation schedule interview with stakeholders

Planning and Preparing for the interview

- Gathering needs from the hiring manager or department
- Preparing job description
- Analyzing the candidate profile

- Making repository of questions
- Collaborating with line managers
- Aligning interview questions with the competency required
- Schedule time for the interview and stick to the timelines

Managing and Conducting the Interview

- Identifying candidate type
- Conducting the interview (interviewer is the face of the organization)
- Create a welcoming atmosphere
- Collecting candidate information
- Making notes during the interview
- Give chance to the candidate to ask any question
- Provide a timeline to come back
- Closing the interview

Common Interviewing Questions

- Strength and weaknesses of the candidate
- Career goals of the candidate
- Employment history
- Experience-based questions
- Hypothetical question
- Competency-based questions
- Reason to want to join us
- Open and closed-ended questions

Identifying Soft Skills in the Candidate

- Negotiation skills
- Communication skills
- Positive attitude
- Professionalism
- Eye contact
- Building Rapport
- Ability & willingness to perform the job

Skills Required for Interviewing a Candidate

- Assess the candidate’s body language
- Maintaining appropriate tone while interviewing
- Being attentive and displaying active listening
- Being unbiased during the interview
- Giving positive feedback

Evaluation and Decision Making

- Maintaining a record of the interview, reviewing feedback

- Using the scorecard during the interview- considering competency and other aspects
- Referring interview notes
- Making the decision
- Checking references

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

- Meet experts who have been doing successful interviews and hiring
- Read Case studies of typical aspects where interviews go right/ wrong
- Participate in role-plays in triads to experience the interview skills and get feedback from experts
- Create a repository of questions, define do’s and don’ts (Group activity) and implement them in your organization

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Registration Form

Interview Skills and Techniques 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

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