

Advanced Interviewing Techniques For Senior Job Roles

Duration: 5 Days

Language: en

Course Code: PH1-119

Objective

Upon completion of this course, participants will be able to:

- Perfect the interview questions specific to senior job roles.
- Develop effective communication skills to gain the best perspective.
- Understand the different types of questions and assessment techniques.
- Build rapport with the candidate to get the most out of an interview.
- Gain a full understanding of each job description to tailor the questions to the role.
- Use open-ended questions and innovative conversational techniques to get your

information.

- Sell your business and the job role to the right candidate to ensure they take your offer.
- Negotiate salaries and benefits based on experience and skills.
- Understand the importance of finding the right candidate and the consequences of incorrect decisions.

Audience

This course is designed for recruiters, department managers, or HR professionals responsible for finding the best candidates for senior positions. It would be most beneficial for:

- HR Professionals
- Recruitment Consultants
- Job Description Creators
- Recruiters
- Business Owners
- Directors
- HR Partners

Training Methodology

This course uses various adult learning techniques to aid full understanding and comprehension. Participants will review several complex job descriptions and use group discussions and role-playing activities to determine the best types of candidates for the role.
They will view presentations and participate in practical group activities to develop questioning and negotiation skills and create an interview process that suits a senior job role within their organisation using a variety of methods that they have practised.

Summary

When people think of nerve-racking interviews, they often imagine the interviewee under pressure. However, the interviewer is equally stressed, especially in senior roles.

Choosing the right candidate is crucial for business success. You need someone who brings fresh ideas, manages communication effectively, builds relationships, and continuously improves the department. A wrong choice can strain resources and be financially burdensome if re-hiring and retraining are needed.

The interviewer must ask the right questions, evaluate responses, body language, and personality, and sell the job role. Senior candidates, being experienced and selective, pressure the interviewer to present the company well.

Interviewers must study the job description, determine the ideal candidate profile, and ensure the candidate fits the workplace culture. Using various questioning techniques and communication styles is essential to make the right choice.

Course Content & Outline

Section 1: The Basics of Senior Position Interviews

- The different types of interviews and assessments.
- Why are assessments important for senior roles?
- Selling your organisation.
- Success factors and failure flags.
- Success factor worksheets.
- Scoring vs. gut feeling.

Section 2: Interview Preparation

- Understanding your job description and what you’re looking for.
- Establishing a culture and feel for the interview.
- What can your company offer the candidate?
- Reviewing a candidate’s experience and skills.
- Establishing potential questions ahead of time.
- Customise your interview with that candidate.
- Outside-the-box questioning.

Section 3: Interview Techniques, Tools & Professional Handling

- The importance of silence.
- Interview openings.
- Creating a conversation.
- Gathering information.
- The 80/20 conversational style.
- Negotiation and fair agreement.
- Body language and creating rapport.

Section 4: Evaluating Each Candidate & Making Your Decision

- Removing bias.
- Evaluating the candidate based on set metrics.
- Ranking and decision-making.
- Interview follow-up and feedback.
- Self-evaluation.

Section 5: Interview Laws & Regulations

- What rules do you need to follow?
- Prohibited questions and the reasons.
- How to answer questions that the candidate may ask you.
- Following up with each unsuccessful candidate.
- Becoming an equal opportunities employer and the implications on your interview process.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Human Resources Management (HRM), Management & Leadership

Tags

Human Resources, HR, hiring, recruitment, Candidate, evaluation, Interview, senior

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Job Interview Success: How To Stand Out And Get Hired

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YouTube Video

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