

# Advanced Interviewing, Recruiting, and Selection Skills

Proven Methods for Significantly Improving Your Recruiting Effectiveness

## Introduction

One of the most important management tools is the hiring and selecting process. The premise of this global programme is: "Do it right, it's massively avoidable and the cost of making a mistake is often hidden." The success of Intel, Google, and Apple is not coincidental; each of them has excellent hiring practices that are never compromised.

You'll master the most recent procedures and strategies covering every important phase of the interviewing process in this Course N Carry training programme on Advanced Selection, Interviewing & Recruitment Skills. There are fewer participants in this very practical training programme, which allows you to learn, practise, and gain confidence. After completing this fascinating and entertaining programme, you will be able to use the skills as soon as you go back.

**You should take this Course N Carry training session on advanced selection, interviewing, and recruitment skills for the following reasons:**

- Everyone will have to undergo interviews at some point in their career, whether it be for a job, an evaluation, or a discipline case. If you prepare properly, it will always benefit you.
- Use the newest strategies to master the interview cycle in its entirety and to enhance the onboarding process following hiring.
- Learn the critical ability of body language interpretation to recognise when applicants are lying.
- Possess the ability to prewrite concise, knowledge-based, score-based questions in advance

## Objectives

**This Course N Carry training course aims to accomplish the following:**

- Learn the new hiring procedure by heart, become an expert at it, and be able to communicate it to others.
- Show that you can create exact, score-able interview questions and recruiting criteria.
- Analyse and be able to articulate to others the benefits of employing various testing methods.
- Thank you for using personality profiles, and be able to articulate their significance to others in terms of succession planning and hiring development
- Recognise and be able to interpret many forms of body language, particularly when someone is lying.

- To guarantee that the theory is applied, prepare by doing mock interviews. Then, when you return to work, you should be ready to conduct or oversee a formal interview.

## Training Methodology

With a high degree of delegate engagement, this Course N Carry Advanced Selection, Interviewing & Recruitment Skills training course is highly engaging and practical. Group work and illustrated examples will be included throughout the programme. Every training session will take place in a laid-back, encouraging environment.

Additionally, participants will get to view the exam materials. They will also do a comprehensive personality assessment on their own.

## Organizational impacts

**Today, hiring is a crucial management tool that calls for a high degree of expertise. Companies sending representatives to this Course N Carry training session may anticipate:**

- Optimise the efficiency of the hiring process by saving time, money, and effort. This programme will provide you with a comprehensive a-z method.
- Create excellent interview questions that are scoreable and devoid of bias by utilising the information already available.
- Implement a new procedure that will lessen the likelihood of legal action and poor decision-making.
- Be able to utilise the new behavioural system, which is connected to your most useful talents, as a powerful tool to help with recruiting
- Possess current knowledge of the newest methods and resources for testing
- Being able to determine which personality profilers are effective and, more crucially, which are not

## Personal Impact

- You will evaluate your own comprehension and background in hiring and choosing.
- You'll be aware of the latest procedure in an effective hiring process.
- You will get the opportunity to practise the abilities needed for the interview procedure.
- You will create individual development action plans.
- You would have conducted an interview use the methods in the procedure.
- You'll be able to employ methods to identify instances in which a candidate is lying or fabricating papers.
- One of the essential management talents will have been well mastered by you.

## Who should attend?

Anyone who conducts interviews or participates in the interview process is especially addressed by this Course N Carry training programme on Advanced Selection, Interviewing, and Recruitment Skills. It is especially appropriate for those who have never had training because of recent advancements in interview psychology supported by fresh research. The methods can also be applied in situations involving disciplinary interviews and appraisals. There would be benefits for anybody involved in the selection and development of talent.

**A wide range of professionals can benefit from this Course N Carry training course, however the following would be especially beneficial:**

- Personnel in HR and Training
- Supervisors and Line Managers
- Developers & Planners of Succession
- Directors and CEOs
- Heads of Departments

## **Course Outline**

### **Day 1**

#### **Recognising Recruitment: Distinguishing Reality from Fiction**

- How to Calculate and Present the Cost of Poor Hiring
- Initial Interview Series
- Examining Your Own Interviewing Proficiency
- Truth versus Fiction Regarding Interviewing
- Overview of the Recruitment Process Map

### **Day 2**

#### **The New Method for Conducting Successful Interviews: Mastering the Process**

- Recognise the role, the significance of the job description, and the exercise in criteria
- How to Write Important Criteria and How They Connect to Competencies
- Creating the Job Ad: How to Draw Skilled Individuals—Winners, Not Losers
- How to Formulate Questions for Interviews

### **Day 3**

## References, Personality Profiling, and Testing

- A novel method for avoiding prejudice and saving time is shortlisting.
- Testing and Its Advancements
- Testing for Occupational and Abilities
- The Spread of Mental Illness and Its Effect on Hiring
- Profiling of Personalities
- The Current Status of Assessment Centres and Their Growing Utilisation
- The Value of Bibliography

## Day 4

### Completing pre-written questions, arranging the space, and appreciating the importance of body language

- How Each Interview Should Begin
- Creating scene setters and finalising your interview questions
- How to Employ Inquiry Questions
- Who Scores and How Do You Score? - exercise
- Administration of the pre-interview: this includes setting up the room and making all the arrangements.
- Recognising and Interpreting Body Language Correctly

## Day 5

### Practice, Practice, Practice

- Summary of the Steps Taken So Far
- Utilising Phone Interviews and Skype
- Implementing the Interview Process
- Schedule for the Interviews for Today
- Assignment of Roles in Interviews
- Evaluation of the Interview and Personal Comments
- Onboarding: techniques to maximise your effective hiring