

WHEN YOUR BUSINESS
TAKES A NEW TURN
ACROSS BORDERS...

Effective Selection Interviewing Also Across Borders

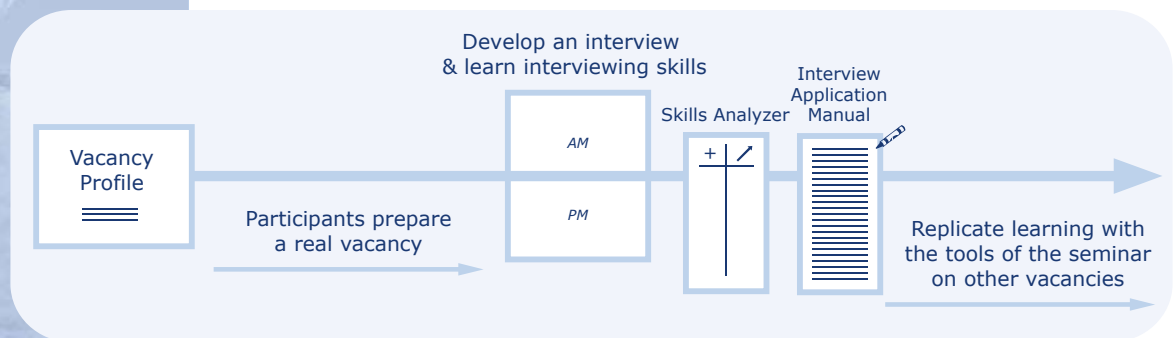
WHO WILL BENEFIT FROM THIS SEMINAR?

Managers involved in interviewing potential candidates for vacancies, also across borders.

WHY SHOULD YOU ATTEND?

After the seminar you will be able to:

- Determine which interviewing behavior supports Equal Opportunity Employment.
- Identify the competencies of any job.
- Select the 3 to 4 most important competencies for the vacancy.
- Identify the different kinds of questions that can be used in the interview.
- Write behavioral interview questions that determine whether the candidate possesses the competencies for the position.
- Describe the interview process.
- Conduct a behavioral interview.
- Take cross-cultural differences into account.
- Describe how to evaluate candidates.
- Conduct reference check.



METHODOLOGY

This course presents a systematic approach to planning and conducting interviews, evaluating job applicants and making more effective selection decisions. Before the actual training, participants prepare a vacancy profile. During the seminar, tools, techniques and exercises will be given in order to develop an interview for this vacancy and to improve interviewing skills. The Skills Analyzer and the Interview Application Manual should facilitate replicate learning on other vacancies.

PRODUCT RANGE:

Cross-Cultural Awareness



CONTENT OF THE SEMINAR

The seminar starts with understanding the pitfalls of a bad hire and the impact of effective interviewing on reducing the high costs this entails. The Skills Analyzer will help the participants to review job requirements, develop a job description and conduct a structured interview. Analyzing skills, defining skills and developing questions are all part of this tool. Besides discussing general interviewing skills, the afternoon of the seminar will also provide a system to rate skills. This way the interviewers can assure equal opportunities for all candidates, irrespective of their cultural background.

DURATION

The seminar lasts 1 day. It starts at 9:00 AM and ends at 4:30 PM.

LANGUAGE

English. Also available in Dutch, French, German & Spanish on request.

I would like to be contacted for more specific information on **'Effective Selection Interviewing'** by: phone email

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