

# Interviewing Skills

## Introduction

Hiring managers play a crucial role in the recruitment process, and their interviewing skills can make or break a candidate's chances of being hired.

As a supervisor or hiring managers, conducting interviews is an essential part of the hiring process. It is important to have strong interviewing skills to ensure that you are selecting the best candidate for the job.

Interviewing skills are a set of interpersonal skills that allow you to interact comfortably with the interviewees. Effective interviewing skills training can help hiring managers conduct interviews that are impartial, empathetic, and effective in identifying the best candidates for the job. Even experienced hiring managers can benefit from interview skills training. In this course, you will learn the tips and strategies for supervisors to improve their interviewing skills and conduct effective interviews. By following these tips, you can ensure that you are selecting the best candidate for the job and building a strong team.

## Key Learning Outcomes

By the end of the course, participants should be able to:

- Understand the importance of job analysis and job descriptions in preparing for an interview.
- Create a structured interview process that includes pre-interview preparation, interview questions, and post-interview evaluation.
- Use behavioral interviewing techniques
- Recognize and mitigate biases in the interview process.



## Duration

2 Days

## Target Participants

Senior Leaders, Senior Managers, Managers, Senior Executives, Executives, Team Leaders, Officers Administrators, and staff members

\*For the complete course content and quotation, please reach out to us at [info@irs-training.com](mailto:info@irs-training.com) or [kavitha@irs-training.com](mailto:kavitha@irs-training.com).