

MASTERING THE ART OF INTERVIEWING, USING COMPETENCY-BASED QUESTIONING TECHNIQUES

Course title:

Conduct Competency-Based
Interviews & Make Hiring
Decisions (CBI)

Target Audience:

Line Supervisors and Managers,
Human Resource Managers and
Directors, and anyone who
conducts interviews

Duration: 2 Days (16 Hours)

Fees: S\$750 (before GST)



Overview

As an interviewer, you are important to your organisation by ensuring you get the right fit for the job the very first time. Do you plan your interview? Do you know what questions to ask, how to gather the evidences needed to prove the candidate's competence, and how to make the right hiring decision?

In this 2-day course, participants will learn how to use the **STAR approach**, to design and ask competency-based questions during the interview to identify the right candidate for the job.

Learning Outcomes

1. Plan for a competency-based interview
 - Identify competencies needed for a job from the role description and Skills Framework
 - Prepare competency-based questions using the STAR approach
2. Conduct a competency-based interview
 - Document, consolidate and evaluate evidence to make hiring decisions
 - Apply objective competency-based interviewing techniques to ensure an objective and effective recruitment and selection exercise
3. Make a hiring decision
 - Evaluate data gathered at interview against selection criteria to substantiate the hiring decision
 - Confirm with hiring manager on selection of candidate

Participants will receive a
"Certificate of Completion"
from CBLD upon successful
completion of the training program.

For more information :



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