

You're seeking out the ideal candidate; you must draw out each one's relevant qualities while using the time effectively and ensuring they leave with a good impression of the company, regardless of the result. The whole process must be thorough but also fun.

Learning Objectives

In this half-day course you will learn how to:

- Prepare correctly
- Be in the right 'mode' for every candidate
- Ask the right questions
- Represent your company's values
- Deal with unconscious bias
- Go with the flow



Formats

Groups

£1,470 for 6 people, 3 hours

Required: PC/laptop and projector/monitor, whiteboard/flipchart with pens

1:1

£240 per 2-hour session. Content and schedule are tailored to each client.

Required: PC/laptop and projector/monitor, whiteboard/flipchart with pens

Group Schedule

1. Preparation: research and co-ordination
2. Interviewer 'mode': the style that will work best
3. Questions: how to efficiently elicit information and values
4. Creating a good impression of your company
5. What unconscious bias is and how to minimise its effects
6. Adapting to ensure the interview keeps on track
7. Concluding neatly