

Interviewing and Selection

Duration: 1 Day Course Code: GIS100

Overview:

The average stay in a position or company today is two to three years. Demographic shifts are forecasted to result in a shortage of labour over the next two decades. Cutbacks in human resources continue to accentuate the need to hire the best talent available. As a result, Interviewing and Selection have become core skills for all people managers.

Filling an open position or creating and filling a new position is a challenging task for any manager or HR professional. The objective is to attract, select and place the best possible candidate.

Finding the right person for the job can be difficult, especially in a tight employment market for a high demand or unique skill set. Getting the approval to expand your team or filling an open position during times of economic challenges also puts additional pressure on you to make the best hiring decision possible.

Applying a consistent Interviewing and Selection process, focused on assessing the candidates' ability to succeed in the key job requirements, will increase the success of your hiring decisions. When you match the right candidate to the right job, everyone benefits – the new hire, you as the hiring manager, the team and the organization.

Target Audience:

All people managers and Human Resources professionals who participate in the hiring process.

Objectives:

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| ■ After the workshop, you will be able to: | ■ Structure and conduct behavioural interviews to gather meaningful candidate information |
| ■ Structure your activities and line of questioning to protect all candidates' legal and human rights | ■ Assess the candidates' ability to demonstrate or perform the key job requirements |
| ■ Define the key job requirements for the position, and identify the points in the process when each requirement will be assessed | ■ Use the information collected to build consensus and make sound hiring decisions |
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Prerequisites:

- There are no prerequisites for this course
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Follow-on-Courses:

- There are no follow-ons for this course
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Content:

1. Benefits for the Individual

- Proven interviewing and selection process with practical tools and techniques
- Useful resources to develop understanding of legal and human rights considerations
- Improved understanding of how to define key job requirements and how to apply these criteria at each stage of the process
- Improved ability to apply behavioral interviewing techniques for more effective interviews
- Increased confidence in making hiring decisions and selecting the right candidate

2. Benefits for the Organization

- Consistent and targeted interviewing and selection activities
 - Greater organizational awareness of legal and human rights considerations in the interviewing and selection process
 - Improved skill and confidence of people tasked with interviewing and selecting new talent
 - Increased organizational competence in making hiring decisions
- The right people matched to the right jobs

Additional Information:

Benefits for the Individual Proven interviewing and selection process with practical tools and techniques Useful resources to develop understanding of legal and human rights considerations Improved understanding of how to define key job requirements and how to apply these criteria at each stage of the process Improved ability to apply behavioural interviewing techniques for more effective interviews Increased confidence in making hiring decisions and selecting the right candidate

Benefits for the Organization Consistent and targeted interviewing and selection activities Greater organizational awareness of legal and human rights considerations in the interviewing and selection process Improved skill and confidence of people tasked with interviewing and selecting new talent Increased organizational competence in making hiring decisions The right people matched to the right jobs

Further Information:

For More information, or to book your course, please call us on 00 20 (0) 2 2269 1982 or 16142

training@globalknowledge.com.eg

www.globalknowledge.com/en-eg/

Global Knowledge, 16 Moustafa Refaat St. Block 1137, Sheraton Buildings, Heliopolis, Cairo