

# Behavioral Interviewing Skills

Duration: 4 Hours

For  
Managers

## Course Description:

Talent management requires acquiring the talent the organization needs to carry out its business strategies. Interviewing and selecting effective employees is mission critical to the on-going success of an organization.

Many managers do not have the requisite understanding of the interview process, often leading to inappropriate and ultimately expensive hires. This program equips interviewers with the skills and resources necessary to conduct a behavioral interview, and select the right employee for the right job at the right time.

This course is based upon active learning, with rich, interactive exercises and applied experiences.

## Learning Objectives:

At the end of this course, participants will be able to:

- Describe the behavioral interviewing and selection process
- Identify and develop an ideal profile for positions
- Avoid the most common interviewing mistakes
- Identify the basis of job descriptions
- Uncover ways to screen applicants in order to evaluate potential
- Apply a comprehensive selection interview approach, including a thorough history exploration
- Utilize reference checking methods
- Make an objective final decision

## Outcome:

*Improved manager ability to conduct behavioral interviews and select the best candidates for the job. This may result in better first hires, enhanced retention, and increased overall organizational productivity.*