Behavioral Interviewing Training

BILGINC IT Academy
info@bilginc.com
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Duration: **1 Day**

Make the right hiring decisions with confidence using the latest techniques in competency-based behavioral interviewing.

This is a dynamic, interactive training course that gives you the skills to make the best hiring decisions - and avoid costly blunders. You will learn competency-based behavioral interviewing; using the accepted opinion that past and present behavior is the best forecaster of future performance. Whether you've performed 100 interviews or you are new to the interviewing world, the Behavioral Interviewing training course will give you knowledge and tools to use immediately in your next interview. The outcome? You'll have better interviewing skills which lead to better hires and a competitive edge for your organization.

Who Should Attend?

This course is for experienced or novice interviewers, who would like to benefit from competency-based behavioral interviewing techniques.

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What You Will Learn

In the Behavioral Interviewing Training course, you will learn how to:

Successful completion of this course will increase your ability to:

- Use competencies to develop behavioral-based questions.
- Recognize the characteristics of and effectively develop behavioral-based questions.
- Explore useful techniques for reviewing resumes.
- Identify the elements to look for in candidates' answers to behavioral-based questions.
- Follow a structured method for evaluating candidates objectively.

Key Topics Covered

This course explores the following subjects in depth:

- Developing a list of general competencies needed for the position.
- Translating general competencies into detailed performance criteria.
- Using general competencies and performance criteria to develop behavioral-based questions.
- Recognizing the characteristics of effective behavioral-based questions.
- Developing behavioral-based questions according to the competencies necessary for the position and the organizational culture.
- Knowing when and how to develop appropriate follow-up questions.
- General tips for reviewing resumes, including how to apply the "SPOT" process.
- Targeting areas on a resume that will need further explanation or clarification during the interview.
- General tips for interviewing candidates and conducting an interview with colleagues.
- Identifying the three most important elements to look for in a candidate's answer to a behavioral-based question.
- Understanding the behavioral interview process from multiple perspectives.
- Using a structured method for evaluating candidates objectively.
- Creating a candidate evaluation form.

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Training Outline

Module 1: Identifying Competencies

- Identifying General Competencies
- Identifying Performance Criteria
- Application: Practice Identifying Your Competencies

Module 2: Developing Questions

- Effective Questions
- Developing Behavioral Questions
- Tailoring Questions to Determine Fit
- Developing Follow-Up Questions

Module 3: Reviewing Resumes

- Finding the Best Match
- Resume Review Practice

Module 4: Conducting Interviews

- Overview of the Interview
- What to Look for in the Answers
- Behavioral Interviewing Role Play

Module 5: Evaluating Candidates

- Creating a Candidate Evaluation Form
- Applying the Evaluation Form