



Competency-based Selection and Interviewing Skills

Suitable for all staff involved in interviewing

Course duration: 2 days

NQF level: 5

Course objective:

Our Competency-based Selection and Interviewing Skills Training will give your organisation a significant strategic advantage in attracting, selecting and retaining talented employees.

Course content and outcomes:

Delegates will learn:

- How to define competencies
- Compiling job competency profiles
- Understanding interview types:
 - structured, semi-structured, behavioural and competency-based interviewing
- Building competency-based interview guides
- Selection process preparation of panellists as well as candidates
 - Short-listing against essential position requirements
 - Validating qualifications and backgrounds
 - Employment equity, potential and PDI factors
 - Preparing the panellists for the interview
 - Preparing the candidate for the interview
- Interviewer skills for conducting the competency-based interview
 - Venue, setting and equipment preparation
 - Preparing the candidate within the interview
 - Guarding against typical interview biases
 - Evaluating against the competencies in the interview guide
 - Probing techniques and tips
 - Scoring during and after the interview
- Best post-selection practices:
 - Welcoming
 - Orientation
 - Induction



Contact us to register or arrange in-house training:

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