XCELERATE TRAINING INSTITUTE
your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

The Strategic Interviewer Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
26 – 30 Apr 2027	Live online	Online (live)	€1,200
3 – 7 May 2027	Geneva	Classroom	€4,800
4 – 8 Oct 2027	Live online	Online (live)	€1,200

Register or ask a question

Online: staging.x8ti.com/course/the-strategic-interviewer-training-course-2/

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The Strategic Interviewer Training Course

Introduction

Introduction

Any organization gets to experience the taste of success due to its dedicated workforce. Only with competent and committed staff can a company hope to meet its objectives and realize its long-term vision promptly. However, in the modern day, it has become more difficult for recruiters to filter and identify suitable fits for their firm due to the convenience with which applicants may submit their resumes and the increased number of positions to which they can apply. The interviewer has a decisive influence in the selection of the final applicant for the employment position. The interviewer is the unit that initially meets the applicants. They are the ones who can acquire insight into the candidate's ability and willingness to work via the use of appropriate questions and thoughtful dialogue. This makes the role of the interviewer very important.

What is the rationale for doing interviews? Interviews are an integral part of the employment selection process. The interview, if conducted correctly, allows the employer to assess if the applicant's abilities, experience, and personality match the job's criteria. It also aids the employer in determining if a candidate would fit into the company's culture. Moreover, organizing an interview will define the obligations of a job. If the interview process results in the employment of the best-qualified applicant, it will assist the firm to reduce its long-term turnover costs.

What are the many forms of biases that the interviewer must avoid while conducting interviews? Bias in interviews is when the interviewer makes unwarranted conclusions about the applicant. Such prejudices might affect the interview. Both the halo effect and reverse halo effect are vital to know. This is when a hiring manager makes an impression about a candidate based on a single trait. When candidates are compared, "contrast prejudice" occurs. It may create the appearance that one candidate is superior, while, the advantage is relative. Gut feeling bias occurs when an interviewer focuses exclusively on his or her first impression of an applicant. Interviewers demonstrate approbation of a candidate's response by smiling and nodding leading to nonverbal behavior bias. A similar-to-me bias occurs when a hiring manager favors an applicant with comparable attributes. Finally, regency bias arises when an interviewer remembers the most recently interviewed applicants better than the rest.

The Professional Interviewer Training Course has been developed by Xcelerate Training Institute in response to the need for producing professional interviewers as a solution to increased turnover costs and inefficiencies. The training emphasizes the essential qualities an interviewer must cultivate to be successful over the long term in the profession. Current and potential interviewers will get practical experience as part of the training. Find out how to make smarter decisions by learning about the various forms of interviews and the most often-asked questions in interviews. Our simulated interviews with professionals in your field can help you prepare for any professional circumstance. Learn to navigate the various obstacles and prejudices. Find out what goes into a normal day as an interviewer so you can start working toward being the asset your company needs.

Learning Objectives

- To discover the most effective methods to gain insight into the candidate
- To effectively gather information from the applicant that is relevant to the position but not publicly accessible
- To discover different types of interviews and ways of structuring them
- To identify cultural challenges that an interviewer may come across during the process
- To learn about various situational issues an interviewer may encounter and ways to handle them
- To understand different ways of assessment of the candidate's character and motivation for the position
- To develop the necessary communication skills to make sure there's a mutual understanding between the organization and the candidate
- To discover the best methods to find the best fit for the organization

Training Methodology

The Professional Interviewer Training course involves the following methodologies:

- Interactive sessions by industry experts
- Presentations and Case Studies
- Problem-solving and discussions
- Role-playing and business simulation

Benefits for Your Organization

- Better assessing a potential employee's compatibility with the company's values and work style
- Facilitating a more pleasant interview experience for both parties
- Finding out what the training needs of the applicant by analyzing their strengths and weaknesses
- Improving in company's reputation among potential employees
- Gaining a better understanding of current labor market circumstances and trends
- Bringing the organization closer to potential employees

Benefits for You

- Learn to prepare better for the interview and come across as professional as well as organized
- Discover your biases and avoid them from clouding your judgement
- Develop the confidence to go off-the script
- Recognize how interviewing differs for crucial positions
- Develop and enhance existing communication and conversational skills
- Learn the art of ice breaking
- Ensure the ability to control emotions
- Master the art of conducting interviews and watch as companies flock to you for help filling available jobs

Target Audience

- Senior Executives and Managers
- HR professionals and managers
- Departmental Heads

- Research analysts and Data collectors
- Team leaders and Project managers
- Entrepreneurs

Course Outline

Essentials to Successful Interviewing

- Why it matters
- Significance of the interview in making a good hiring decision
- The hiring processes
- The interview processes
- How has interviewing evolved in the last few decades
- Why make the interviewee feel comfortable?
- Maintaining legal caution

Preparing for the Interview

- Understanding the job description of the open position
- Understand the type of candidate the organization is looking for
- Selecting the type of interview
- Structuring the interview
- Interview questions according to the candidate

Selection Aids for Interview

- Presentations
- Questionnaires
- Aptitude tests
- Work-samples
- Using in-tray exercises
- Assessment centers
- Choosing the best selection aid

Phases of the Interview

- Setting up the tone
- Making introductions and establishing connections
- Discussing the CV
- Discussing the competencies
- Sell your organization
- Discussing salary expectations

Types of Interviews

- Structured and unstructured interview
- Traditional interviews
- Technical interview
- Telephonic interviews

- Conducting online interviews
- Panel interviews
- Focus Group interview
- Competency-based interviewing

Interview Notes

- What are interview notes?
- Why is taking interview notes necessary?
- How to take interview notes?

Necessary Skills for a Professional Interviewer

- Emotional intelligence
- How to maintain a friendly demeanor but avoid being over-friendly?
- Conversational skills
- Communication skills
- Domain knowledge
- People management

Types of Interview Questions

- Introductory questions
- Behavioral questions
- Situational questions
- Stress interview
- Leadership questions
- Testing the domain knowledge
- Testing the emotional intelligence
- Follow-up questions

Challenges in an Interview

- Challenge of online interview
- Interview during COVID
- Identifying biases
- Handling tricky situations
- Interview fatigue

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Registration Form

The Strategic Interviewer Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

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Register online
Open the course page