

# Interview Skills for Interviewers

**ClearCut**  
IT TRAINING

**Duration:** 1 day

**Aims:** This course equips individuals involved in front-line recruitment with the skills to conduct fair, objective, best-practice interviews. Delegates will learn to conduct interviews that lead to better hiring choices.

## Topics

### Introduction to Interviewing Skills

- Legislation surrounding the recruitment process and the regulations everyone involved must comply with
- The Equality Act 2010
- Types of discrimination
- How does this affect what I can ask?
- Reasonable adjustments
- Data protection

### Preparations

- The steps involved in creating a job description
- Benefits and drawbacks of internally advertising positions
- Costs of a hiring the wrong person
- Writing a job description
- Advertising the Position
- Informal interviews (if used)
- Selection of the long list
- Short-listing
- Interviews
- Final selection

### Preparing for Interviews

- The questions to be asked
- Behavioural interview question
- Questions related to the role
- Questions to avoid

### Planning for the interview

- Preparing Evaluation Criteria
- Recognising unconscious bias
- How to score candidate's responses
- Evaluating candidates
- Interview assessment templates
- Person specification criteria
- Your questions
- Scoring responses

### Interviewing and Evaluating Candidates

- Body language
- Building rapport and dealing with challenging candidates
- Before and as candidates arrive
- Introducing your culture
- Interviewing a difficult candidate
- Evaluating candidates
- Extending an offer
- Rejecting a candidate