Competency Based Interviewing Techniques

RESTUEFEKTIF SDN. BHD.

Course Overview

Do you keep hiring wrong talent into your organization who does not perform to your level of expectations? Wrong hiring can be costly to your organization. This course is designed to provide you understanding about the importance of hiring the right talent. You will learn about the recruitment and selection process in an organization. More importantly, you will be trained to use the Competency Based Interviewing Techniques and have the opportunity to participate in interviewing practice session in more professional way

Course Objectives

This 1 day course is designed to help you:

- Understand the recruitment and selection process
- The impact of wrong hiring
- Understand what is Leadership and Functional Competency
- The interviewing processes
- Understand the Competency-Based Interviewing Techniques
- Learn the importance of Background Check
- Conduct a Professional Interview
- Take Good Notes During an interview
- Facilitate final hiring decision with proper evaluation and assessment

Course Outcome

After attending this course, then you will return to your job and be able to:

- Understand the importance of hiring the right talent
- Conduct a professional Competency Based Interviewing Techniques
- Take detailed notes during the interview and make the right hiring decision based on proper evaluation and assessment

Course Modules

Module 1 — Recruitment & Selection Process

- The recruitment and selection process in an organization
- Impact of wrong hiring decision to an organization
- The Leadership & Functional Competency
- The interviewing processes

Module 2 — Conducting Professional Interview

- The Competency Based Interviewing Techniques
- Background Information
- Taking detailed notes
- Evaluation & Assessment for Final Hiring Decision

Module 3 — Class-room Activity

- Interactive activity
- Lesson learnt

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30 YEARS EXPERIENCE

Experienced HR professional with BSc(Business Admin.) from University of Pacific, Stockton, California, USA and Master of HR. Expertise: Implementation of ESG initiatives, HR Senior Management (oil & gas),regional HR exposure. Worked with Petroliam National,Caltex, Halliburton, FPSO Ventures, Sapura Energy, F&NCoca-Cola, Mesiniaga, Applied Magnetics S/B, Burger King.Proficient in Harrison assessment, PAPI, DISC Profiling,PETRONAS Potential, SHL Test Admin. Also a Certified HRDF Trainer.