

Recruitment and Selection Interviewing

This session has been developed for members who will be involved in the selection of chief executives or senior officers. It is a useful refresher for experienced members as well as essential learning for those who are newer to the process.

Programme Objectives

By the end of this programme, delegates will be able to:

1. Plan and prepare for an interview, including developing questions and identifying model answers
2. Work within equality legislation
3. Plan and carry out an inclusive and robust recruitment interview including asking high quality questions, and using probing techniques
4. Make decisions based on interview and testing.

Further information

This is a condensed programme which concentrates on the interview element of the recruitment process. It is designed to provide participants with the skills and knowledge to be able to plan and ask relevant questions, with the emphasis on good questioning and active listening.

A longer version of the session can include skills practise using actors.

Duration: Two hours minimum