

Workshop Sessions

Interviewing & Selecting

2 Day workshop

Purpose

To provide the attendee's with practical, easy to use tools to help them assess candidates more objectively.

Training Objectives

- Identify the critical behaviours and interview questions for a specific job.
- Use past behaviour as a predictor of future behaviour.
- Identify the key elements of a successful interview process:
 - i. Job Surveys & Profiles
 - ii. Interview Guides
 - iii. Behaviourial profiles
 - iv. Practical Intelligence Testing

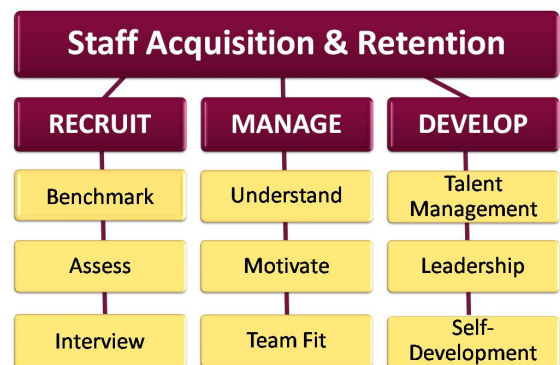
And when to use then

Learning Outcomes

- Discover the keys to a successful recruitment process
- Use proven techniques to benchmark roles/jobs within your teams/organisation
- Know how to conduct effective interviews by assessing the appropriate past behaviours of the candidate against the role requirements
- Identify best practice documentation and decision making tools

Reports covered

- McQuaig Job Survey®
- McQuaig Occupational Test®
- McQuaig Word Survey®
- McQuaig Job Analysis®
- McQuaig Word Survey® (Interview Guide)



Lesson Plan

To help the attendee's understand the interview process and how they can use The McQuaig System™ at each stage

Introduction:

- recruiting and interviewing challenges
- top ten hiring mistakes
- Three levels of assessment
- Identifying factors that differentiate High and Low performers
- Three step interview process—Benchmark, Assess and Interview

Define the Job/Role

- Analyse/benchmark the job you are recruiting for
- Appraise CV's and preparing for Interview
- Telephone Interviews

Assess the candidate

- Human Rights Issues
- Structuring and Interview
- Types of Interview Questions
- Developing Behaviour based questions
- Probing to get detailed and candid responses
- Role playing the Interview

Document and Decide

- Effective Interview Documentation
- Analysing and scoring responses
- Reference checks

Walk Away tools:

- McQuaig Job Analysis® - used to identify key job requirements (hard & soft skills)
- McQuaig Interview Guide—used to effectively document and score the interview
- Sample behaviour- based questions and probes
- Twenty one Interviewing tips

How to Book

1. Contact your McQuaig Consultant
2. Call 0800 043 3950

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