

## **Behavior Based Interviewing Skills**

### **Overall Objective**

**The Behavior Based Interviewing Skills Session** aims to equip participants with the interviewing skills to successfully select the best staff based on competencies and ensuring legal compliance.

### **Outcomes**

By the end of this workshop, the participants will be able to:

- Define a competency
- Identify the best candidate for a position
- Increase the effectiveness of their own interviewing skills
- Follow the five steps to prepare for the interviewing process
- Prepare and use open ended questions
- Use questions appropriate (behavior-based and legal) for an interview
- Avoid common rating errors
- Follow the organization’s interviewing process

### **Content**

#### **What Works:**

- The Good, The Bad & The Ugly:  
Learning from Experience
- Why It Needs to Work

#### **Preparing for an Interview:**

- Ensuring the Right Fit
- Discussing Competencies
- What is the Interviewer’s Role
- Five Steps to Preparing for an Interview

#### **Conducting the Interview:**

- The Typical Interview
- Responsibilities of the Interviewer
- Questioning

#### **Conducting the Interview (Cont.):**

- Panel Interviewing (only if conduct panel interviews)
- Recording Information
- Interviewing Feedback

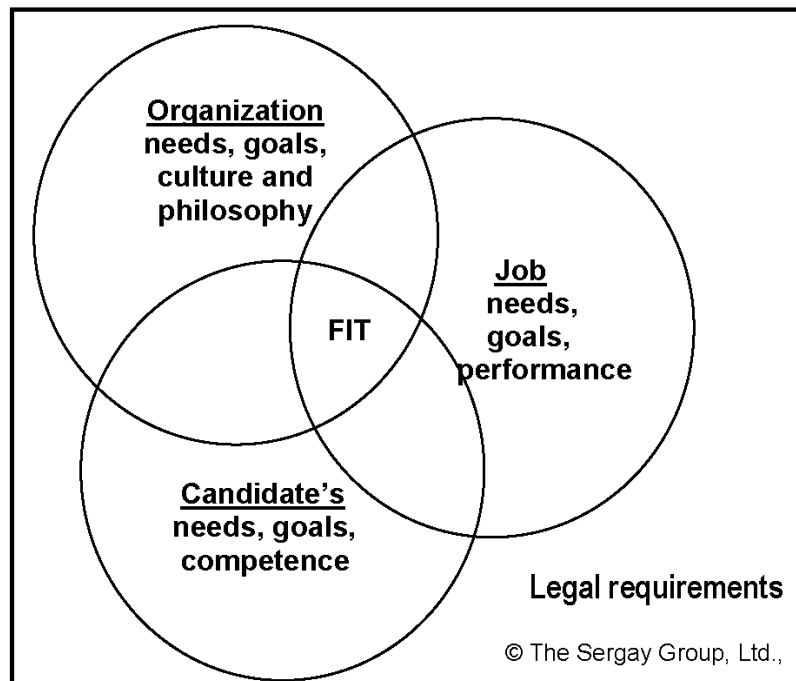
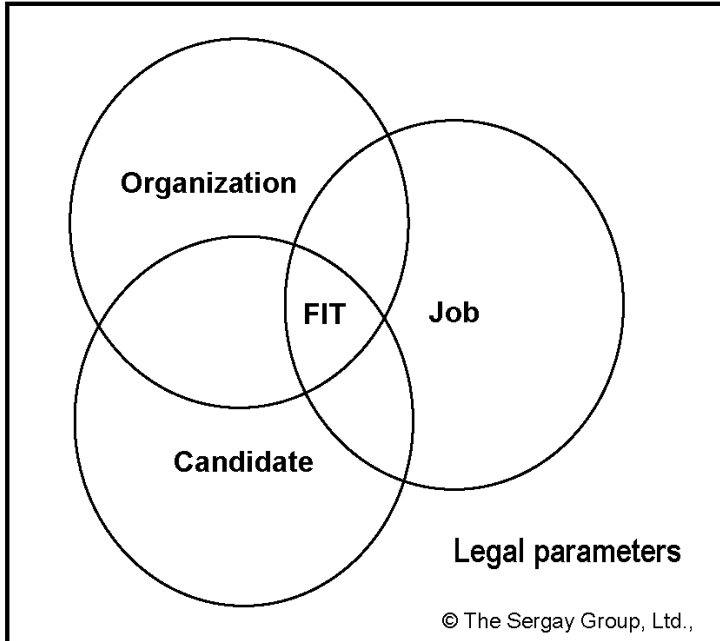
#### **The Evaluation Process:**

- Components
- Common Rating Errors

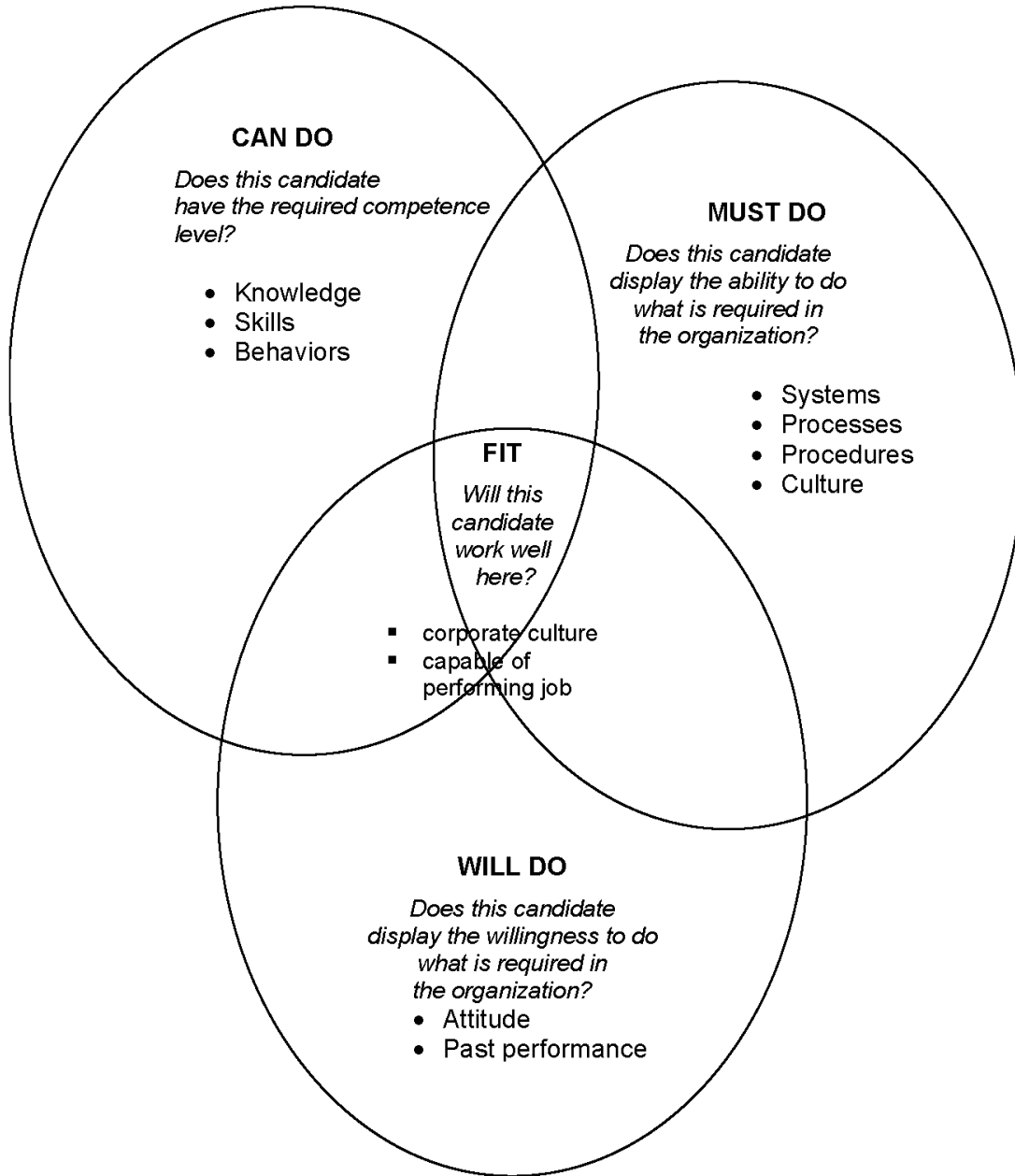
#### **Taking Action:**

- My Action Plan
- Sample Interviewing Packet (a consolidation of all the company’s tools)
- Competency-Based Questions

**The Interviewing Approach: Ensuring the Right Fit**



## The Interviewing Approach: Ensuring the Right Fit



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