



Interviewer Skills Workshop

Developing people to improve employee recruitment



**Delivered by
Rainmaker**

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Developing people to improve employee recruitment

Format: Usually 1 day in-house Workshop and Small-group coaching.

A little theory plus demonstrations.

Lots and lots of just doing it. Practicing with the trainer and your colleagues we expect delegates to bring common interviewing issues to deal with during the workshop

Delegates: 12 Max

Aims: We transform interviewers into successful recruiters who can select and engage the right kinds of people with the right capabilities and competencies for the right kinds of job roles whilst staying within the guidelines in place at the time.

The Challenges

Often Interviewers are asked to interview without being in possession of any structures, frameworks or awareness of the techniques involved in professional interviewing.

If interviewers are not sure what they are looking for then they are unlikely to find it.

If interviewers talk too much because they get a little nervous when there is silence in the room and so seek to fill it...

How can we be assured that we can repeatably pick the right kinds of employees?

How can we save the company huge amounts of money by avoiding hiring the wrong people, spend money to train them only to have them leave shortly afterwards either for their reasons or ours?

Our Suggested Solution

Rainmaker's "Interviewer skills" workshop uses small group coaching and focused participation to explore how effective interviewers prepare, execute and document successful interviews where either the wrong people are not hired or the right people are hired.

The Business Benefits

Our "Interviewer Skills" Workshop delivers impressive benefits, including:

- Repeatably documented process
- A pragmatic approach that can be used in a minimal time to deliver results
- Transformation of the interviewers into a successful high performing team
- Savings to be made by getting the right people on-board

The Interviewer Skills Workshop covers:

The Complete Process

- Accurately defining and describing what you want
- The purpose and process of recruitment interviewing
- The need to integrate longer term needs and retention

Tools and templates for defining what you want

- Defining the demands of the job
- The interview plan
- Post interview review and decision making
- Records retention

Using the tools to create a job profile and interview plan

- How to profile a job and resources to help
- We will profile a typical job role
- We will write an interview plan

Interviewing – how to do it and avoid the pitfalls.

- Common errors (closed questions, critical demands, talking about self)
- Helping candidates to fully disclose their experience and skills
- The behavioural style questions that reveal
- Selecting the most appropriate candidate

Practice – Interviewing one another.

Using the interview plan, interview one another usually in trios

Review the method and how it will be used



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