

INTERVIEWING SKILLS FOR PANEL MEMBERS

1 DAY PROGRAM

OVERVIEW

This session focuses on increasing the objectivity of the interviewer ensuring fair and ethical decision-making.

During the workshop we focus on recognising and overcoming unconscious bias leading to common decision-making errors, and the legal obligation of avoiding conflicts of interest.

We increase the questioning skills of participants by using the organisation's competency framework to design behavioural interviewing questions for specific roles. We also learn how to prepare expected candidate question responses that demonstrate skill in a role to avoid a contest of wills when evaluating candidate performance.

TO BOOK THIS PROGRAM OR DESIGN YOUR OWN...

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OBJECTIVES

- Recognise unconscious bias when interviewing
- Understand what constitutes a conflict of interest and how to avoid it
- Know how and when to use the funnelling technique and probing questions to elicit higher quality answers from candidates
- Design interview questions based on organisational, functional, and technical competencies of a role
- Prepare examples of acceptable and unacceptable candidate responses
- Identify the most effective method of evaluating candidate responses

