

# Competency-based Interview Training for Interviewers

Learn a Structured and Proven Methodology of Interviewing



**Research has shown that structured, formal interviewing can deliver greater interviewing success and accuracy than unstructured, informal interviewing.**

**Increasingly, organisations are using competency-based interviews (CBI) as part of the selection process for both entry-level and experienced recruitment, as it can give valuable insights into an individual's preferred style of working and help predict the future performance.**

The two-day CBI Training is a systematic overview of the necessary theoretical and practical information of selection processes using CBI. The training guides the interviewers through the critical steps of preparing for, conducting, and evaluating competency-based interview. It enables them to become more efficient, informed and objective in assessing and selecting the candidate.

## Objective

To equip interviewers with the knowledge and skills associated with competency-based interviewing based on the competency framework of your organisation.

### Key areas covered in the 2-day workshop include *inter alia* the following:

- The concept of competencies and how to use them to make decisions
- Rationale of CBI
- Defining talent requirements by identifying the competencies essential for success
- Selecting competencies to focus on in an interview
- The difference between general and specific behavioural evidence
- The identification of behavioural evidence and classification
- Assess a candidate's skill within specific competencies
- Competency-based interviewing techniques
- CBI practice
- Objective evaluation and write-up of interview evidence

## Who should attend the training?

HR managers and professionals, line managers and senior executives who are likely to be involved in the final stages of the selection process and/or would like to learn, practise and harness the power of competency based interviewing.

**For further information or to arrange a CBI training for your team with OPTIMAL, please contact our in-house consultants.**

