



Recruitment Interview Skills for Managers



When

Tuesday 29th June 2010

Venue

Education Development Centre
Milner St, Hindmarsh

Time

9.15am – 4.45 pm

Cost

\$499 incl GST per person

Generous Group Discounts

\$699 include GST for 2 people
\$900 for 3 (\$300 incl. GST each)
\$250 each for 4 or more people

Early Bird

Additional 10% discount for bookings
made by 1st June 2010.

Registration

Complete and fax back form

Payment

Invoice will be forwarded via email to be
paid by 1st July 2010 (pay from this years
or next years budget).

Transfer Policy

If you are unable to attend
the full fee is payable however,
you may transfer your booking to
another person **for the same date**

Learn How To Predict Employees' Performance On The Job

Some interviews don't help you predict who will do the job effectively. This workshop shows you how to conduct a simple competency-based interview that will help you to predict potential employees' performance on the job.

Who is it for? People wanting to: improve their interview skills; get access to example interview questions, competences and behaviours; recruit the best person for the job, and avoid hiring mistakes.

This workshop will help you to:

- Understand the difference between a "does your face fit" interview and a competency interview - that will help you predict performance in your organisation.
- Know how to conduct a competence-based recruitment interview
- Ask effective questions using the SOAR (or STAR) technique
- Gather relevant evidence to make effective selection decisions
- Know what to listen for - and take notes about - in an interview
- Learn what not to do in an interview, what not to ask and what not to take notes about
- Learn how to avoid the pitfalls of interviewing
- Improve your interview questioning technique so you obtain detailed evidence of past performance
- Practice your interview technique and receive feedback

"I got everything out of the Interview Skills workshop that I wanted"

Lynette Treleven, HR Manager, Broken Hill City Council

"I would recommend this workshop to any organisation...."

Vanessa Ryan, Adelaide to Outback GP Training

<http://www.developmentatwork.com/hr-development-at-work-testimonials.html> and scroll down.

Participants leave with a detailed manual to keep for reference and example tools, competences and behaviours.

Facilitated by **Bridget Hogg, Member of Institute of Professional Facilitators. CAHRI. BSc Psychology. MSc Psychology. Principal Consultant, HR Development at Work.**

Registration

ABN 55 207 098 279

To book your places: print this form, complete the details, sign and **fax it to 8311 5288**. Use an extra sheet of paper if necessary. Please include the email address of each participant so we can send information. We will send an invoice to be paid by 1st July 10.

Please book me/us onto the Interview Skills workshop and invoice me for \$ _____ (amount). Your signature.....

Name 1: Mr. Mrs. Ms _____

Organisation: _____

Phone: _____

Email: _____

Postal Address: _____

Name 2: Mr. Mrs. Ms _____

Email: _____

Name 3: Mr. Mrs. Ms _____

Email: _____

Please note my/our special dietary requirements: _____

Complete and fax to 08 8311 5288 to hold your places now. Places limited to 12.

For more information, or to book an in-house workshop, call **Bridget Hogg on 8322 8455.**