

# Interview Questions For Hiring Managers

(Qld Public Sector Series)

**Delivery:** Face to Face or via  
Webinar

**Duration :** ½ day

## Course Overview

The aim of an interview is to enable candidates to demonstrate their capabilities, knowledge and experience, drawing on past experience.

This innovative and practical workshop will provide you with the understanding and skills to effectively interview candidates from preparation, during the interview and debriefing (after the interview)

## Learning Objectives

- Preparing for interviews ensures the running of a smooth interview process and gives candidates the opportunity to perform at their best.
- Taking the time to write interview questions for the role to be filled will put you, and the other assessors, in a good position to measure candidates' capabilities.
- Making time to discuss the process with the other assessors before the interview will help the process run smoothly
- Introduction to the interview will help put candidates at ease and make it clear what is expected of them
- Getting the best responses from the Candidates

## Topics Include:

**Preparation** – Key to successful interview processes

**Before the Interview**  
– Take the time to write the right interview questions

**Question** – do you use capability/probing or behavioural types?

**Note Taking:** important to take thorough notes during the interview

**Interview Question Library** – This resource will provide the latest up to date questions and scenarios that can be used.

## **Feedback**

Provide objective feedback to unsuccessful applicants.

## **Privacy:**

Being aware of a candidate's right to seek access to information

## **Policy & Procedures**

Understanding recruitment policies and procedures in relation to interview panels and associated responsibilities

## **Conflict of Interests**

How to handle them during interview stage

## **Paperwork**

Ensure accuracy to be robust for future scrutiny or in the case grievances

**Price: \$365**

**Ask us about group discounts.**

## **Testimonials**

*"The facilitator demonstrated an extensive knowledge and a dept of practical experience in recruitment and selection panel and processes. The workshop was very interactive and practical for real life interview*

**Other related workshops that are now available are:**

1. Recruitment and Selection Panel Training
2. Role Description Development

