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**Who should attend**  
Suitable for all employees who  
carry out interviews

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**Duration**  
1 Day

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## Interviewing for Results

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### *Purpose of the workshop*

Hiring and promoting the right people is vital for the success of any organisation, it is therefore important that anybody who is involved in the recruitment process understands how the process works and how to carry out an effective recruitment interview. A key skill that will be covered is how to select the right candidates for interview from their completed application forms or CVs. The skills learnt will enable line managers to plan an effective recruitment campaign and to select the best people for the future. The workshop explores the full range of interviews that a manager may be required to undertake.

### *Outcomes*

- About the process
- Strategies for effective interviews
- Developing forms for recording information
- The recruitment interview
- The appraisal interview
- Succession management strategies
- Interviewing for developing individuals
- Interview communication skills
- Understanding mannerisms and body language
- Judging the success

