



CORPORATE TRAINING
Effective Interviewing & Selection
Techniques

- + Importance of right person for right job and its impact on company performance**
- + What are recruitment selection and its importance.**
- + Job fit, organization culture fit and strategic fit.**
- + How to prepare candidate fit and strategic fit.**
- + What are job competencies and why they are important.**
- + How to develop proper Job specifications for recruitment.**
- + How to develop candidate specification and prepare for interview.**
- + Modern interview theory in the selection process.**
- + Competencies-based interviewing techniques and how to apply them in the selection process.**
- + Practical exercise in preparing “selection criteria” and “interviewing skill”**
- + Procedure and how to conduct an annual appraisal. Pitfalls, “Do” and “Don’t”. How to ensure fairness and equity. Self appraisal and joint appraisal.**
- + Using annual appraisal results to award annual “salary increases” and “bonus”**