

BEHAVIOURAL EVENT INTERVIEWING SKILLS

**Competency Based
Interviewing Skills
for
Managers, Supervisors
and
HR Specialists**

WHAT IS BEI SKILLS?



Behavioural Event Interviewing (BEI) skills training, shows how to conduct an effective interview. It shows that past behaviour is the key to predicting future performance. An interviewer can use the questioning techniques of BEI to retrieve relevant information based on past experiences.

Because behavioural interviewing is a technique that is so important, so effective and always successful that it needs to be used consciously and systematically in every selection interview.

BENEFITS OF PARTICIPATING IN THIS WORKSHOP



1. Removes the element of selection using gut-feelings and maintains focus on "Right Hiring".
2. Creates a platform for standard interviewing methods to be applied across organisations.
3. Compliments the organisation's competency model.
4. Suitable for Managers, Supervisors, HR Specialists and Generalists.

WHAT DOES BEI SKILLS TRAINING DO?



This workshop uses the CAR technique to draw up conclusive evidence for finer selection decisions.

- Context
- Action
- Results

Behavioural interviewing will also show the importance of conducting a thorough review of the job requirements, drawing up a list of interview questions, getting behavioural examples in the interview, and then rating the interviewee's skills against the job specification.

Programme Objectives

- Identify common problems that cause wrong selection
- Define the 3 stages of effective Interviewing
 - Planning the Interview
 - Conducting the Interview
 - Post Interview
- Identify practices to adopt before and after the interview
- List and practice techniques for interviewing (Skills).

Programme Outline (2 Days)

- Introduction
- Making "right selections" your business
- Planning Interviews
 - Logistics
 - Interview Etiquette
 - Potential Biases
 - Job Description Review
 - Analyse CV
- Conducting Interviews
 - Phase 1: Introduction
 - Phase 2: BEI Techniques
 - Phase 3: Candidate Speak
 - Phase 4: Conclusion
- Post Interview
 - Follow Up
 - Documentation

INFORMATION

Ms. Pallavi Baruah

Tel: +91-22-30607716

E-mail: info@7peoplesystems.com

Web: www.7peoplesystems.com

