

# RECRUITMENT 2: INTERVIEWS AND INTERVIEW TECHNIQUES

1-DAY COURSE



Learn how to identify and uncover your candidates' characteristics and qualities, ensure a good job match using the PI assessment tools, and understand the do's and don't's when it comes to structuring interview questions and phases.



## INTRODUCTION

- There are many facets to interviewing candidates. You have to be a good facilitator of the dialogue, make the candidate feel comfortable, leave a good impression, and give an accurate portrait of the organisation and the open position – and at the same time identify any potential mismatches between the candidate and the job / organization that may be a barrier to success.
- You need to make your organisation appealing to the candidates who are in demand, while being transparent about the negative aspects of the job. Recruitment is filled with paradoxes and pitfalls, and your time with the candidate is often short and under time-pressure.
- In PI you have a tools with enormous potential and an obvious platform for organising your recruitment process. In this course we will zoom in on the qualities of the tools in relation to getting the maximum benefits from your dialogue with the candidate.



## TARGET AUDIENCE

- This course is relevant to anyone working with recruitment, e.g. company owners, leaders, HR professionals and anyone responsible for development.
- Prior knowledge of PI is a prerequisite.
- Having attended the Recruitment 1 course is not a prerequisite but it is encouraged in order for you to get the full picture of recruitment.



## LEARN ABOUT

- The course of a hiring interview
- How to uncover challenges during an interview
- The role distribution of the interview participants
- The balance between informing, asking and listening
- Interview techniques and types of questions
- The reports in PI Software that are especially useful for recruitment



## CONTENT

- The connection between job profile, PI and the kind of questions you should be asking
- A systematic approach to interviewing and comparing candidates
- An agenda for a fruitful conversation
- Suggestions for structuring the interview and different types of questions
- How to listen to hear both what is being said as well as what is not being said
- What is important to uncover and how to ask in order to get answers that give you real insight
- How to understand the candidate's self image and distinguish between their perceptions and aspirations and actual behaviour



## TRAINER

Pernille Flensted-Jensen works as a Senior Consultant & Trainer at Humanostics and has 20+ years of experience as a trainer and lecturer and has certified hundreds of managers and HR professionals in the Predictive Index methodology. Pernille is a Ph.D. from the University of Copenhagen (1998) and has subsequently taken several HR-courses, e.g. at the Centre for Management (2007). Pernille has previously been employed as Assistant Professor at the University of Copenhagen Pernille and later as Networking Manager at HumanConsult, a network for managers and HR professionals.