

## COMPETENCY BASED INTERVIEW WORKSHOP

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### INTRODUCTION

This 2 day workshop is designed to equip hiring managers with Competency Based Interviewing techniques to better support a structured interview and selection process, this workshop will help organisations professionalise their interview and recruitment process.

The workshop explains the importance of interviewing skills as a managerial competencies rather than a HR function, and explore the frameworks of competency or evidence based interview questions. Participants will also be introduced to questioning frameworks to probe for details as well as essential listening and decorum during interview to project professionalism.

In this two-day workshop participants will learn how to define what drives performance and the competencies required to achieve performance. Participants will be taught how to craft questions around competencies and set an interview framework around the questions, as well as address the common mistake of hiring based on experience.

### WORKSHOP OUTLINE / CONTENT

The Business Case for Competency Based Interview Skills

- Case Study of Fast Growing Firms
- The efficacy of CBI among other selection methods
- Competency based vs. traditional interviewing

Organisational Strategy and Competencies

- Aligning Interviewing strategies to Organizational Strategy and Creed (Mission, Vision and Values)
- Translating Organizational Strategy into Key Competencies
- Developing Competency Based Interview questions using the STAR-R framework

Essential Skills in conducting CBI Interviews

- Types of Effective Questioning
- The STAR-R Method of CBI Interviewing in action
- Empathetic listening- the fundamentals of projecting professionalism
- OB Questions

Skill Practice with Candidates (ODC's Interview Mentors) – 2 rounds

- Role Play in Panel Interview
- Skills Debrief

### TRAINING METHODOLOGY

A combination of mini lectures, cases studies, role play and skills practice, with an emphasis on practice and role play. Participants will be given opportunities to plan and execute a selection process, as well as interviews using prepared realistic scenarios.