

Employee Selection and Interview

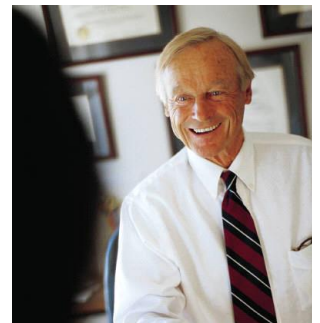
Seminar objectives

The participants will

- Be able to produce a job specification for a position.
- Be able to read references and evaluate the candidate's documentation.
- Be able to recognize the relationship between the applicable motives required to perform the role and career success.
- Be able to understand how the interview atmosphere impacts the outcome of the interview
- Be able to conduct the interview process professionally and utilize the various types of interview questions:
 - Situational questions
 - Questions relating to professional motivation
 - Projective questions
- Be able to identify suitable candidates.
- Be able to develop a plan of action to improve the employee selection process

Contents

- Requirement analysis (objectives, key criteria, personal requirements, k.o. criteria, DISG®-types, motive)
- Defining requirement profiles
- Reading and evaluating candidate's documentation (cover letters, references, resumes...)
- Interview techniques (situational questions, questions regarding professional motivation, projective questions, interview guidelines, motivational structure, DISG® types)
- Interview: Role-play



Methods

- Lectures
- Group work
- Single work
- Exercises
- Role-play

Organisation

- Target Groups
 - Managers
 - Product Managers
 - Group leaders and others
- Period
 - 2 days