London TDM

HR Training Courses

Course Venue: United Kingdom - London

Course Date: From 09 November 2025 To 13 November 2025

Course Place: London Paddington

Course Fees: 6,000 USD

Introduction

Competency-Based Interviewing Skills is a comprehensive 5-day course designed to equip professionals with the necessary skills to effectively conduct and evaluate interviews. Through this training, participants will learn how to assess competencies accurately, ensure a fair recruitment process, and select candidates who are the best fit for their organization.

Objectives

- Understand the fundamentals of competency-based interviewing.
- Develop skills for creating and using competency frameworks.
- Learn techniques for effective candidate evaluation and assessment.
- Gain insights into building structured interview processes.
- Enhance decision-making skills for selecting the right candidates.

Course Outlines

Day 1: Introduction to Competency-Based Interviewing

- Overview of competency-based interviewing and its importance.
- Comparison with traditional interviewing methods.
- Understanding competencies and competency frameworks.
- Key components and benefits of competency-based interviews.
- Introduction to behavioral and situational questions.

Day 2: Developing Competency Frameworks

- Identifying core competencies for different roles.
- Steps to create a competency framework.
- Integrating organizational values into competency frameworks.
- Building role-specific competency profiles.
- Maintaining and updating competency frameworks.

Day 3: Conducting Competency-Based Interviews

- Preparing for a competency-based interview.
- Designing interview questions to assess competencies.
- Conducting interviews with a focus on competencies.
- Techniques for effective listening and note-taking.
- Avoiding common pitfalls and biases.

Day 4: Evaluating and Assessing Candidates

- Using rating scales and evaluation forms effectively.
- Interpreting candidate responses and rating competencies.
- Ensuring fairness and consistency in evaluation.
- Effective use of assessment centers and tests.
- Providing constructive feedback to candidates.

Day 5: Decision Making and Post-Interview Process

- Making informed decisions based on competencies.
- Documenting and justifying candidate selections.
- Communicating selection decisions to stakeholders.
- Onboarding and integrating selected candidates.
- Review and reflection on interview processes.