

Going to interview potential recruits but not sure about the best way of carrying out the interview?

- Not sure what questions to ask?
- Not sure how you should behave?
- Unsure what sort of person you are really looking for?
- Uncertain what information you need to get from the candidate to enable you to make a decision?
- Long time since you last conducted an interview?
- Not sure about best practice?
- Not confident about equal opportunities issues?
- Your organisation doesn't have a set way of carrying out the interview?

Then it's time that you refreshed your interview technique!

Interviewing is one of the most time consuming and demanding of management activities, but taking short cuts can backfire on you. You have to be able to judge all of the candidates on an equal basis, to be able to justify your decisions to your colleagues, and carry out the interview in a way that does not discriminate against any of the candidates. Recruiting the wrong person can be a costly mistake for your organisation. Using the wrong process can open up both you and the company up to a legal challenge. It's not surprising that interviewers often feel exposed! Our **Effective Interviewer** sessions enable you to update yourself with best practice, develop your technique in a safe environment, and refine your performance in action. At the same time you can make sure that your organisation adopts an interview process that meets its needs.



Currently at £500.00 (+VAT) “This extended personal workshop can pay for itself many times over” by:

- Enabling you to recruit the right person for the role.
- Enabling you to carry out an effective interview.
- Making sure that you generate the information that you need to justify your recruitment decision.
- Ensuring that you carry out the interview in a way that does not leave you or the organisation open to challenge.
- Increasing your confidence in carrying out the interview.
- Avoiding the costs associated with a wrong decision.

"getting the best out of people"

To be an effective interviewer you need to be clear about what you are looking for. You need to understand what key qualities you require in the individual. You need to ask questions that enable you to consider the merits of each candidate with regard to each of those qualities. To be able to rank the candidates in an order of preference, in a fair way, you need to listen and take note of the answers and you need to be consistent between interviews. Our coaching sessions will enable you to understand how to achieve these outcomes and rehearse your technique to increase the probability that you will make well informed recruitment decisions.

You will learn to develop your technique as an interviewer by:

- Understanding how to develop the questions that you should ask.
- Understanding how to avoid the questions that you should not ask.
- Understanding how to record information on which you can base and justify your decision.
- Practice in a safe environment.

Who gets the most from this extended personal workshop?

- Business owners, managers and staff in small and medium sized businesses.
- Particularly, leaders and managers who have recruitment responsibilities and who wish to take the opportunity to enhance their skills and develop the interview process.

The value that you will get from delivery

The **Effective Interviewer** coaching sessions will include two 4hr face to face sessions. Our experienced coach will help you to develop your interview process and technique. The cost includes an additional period of on-line personal support, where our consultant will be available to answer further questions, to provide reassurance and to offer further support.

- You will receive personal one to one coaching and advice aimed at your exact needs.
- The sessions will be led by a qualified coach with experience of recruitment and will enable you to pinpoint and deal with the issues that concern you.
- Normal value of 8hrs coaching £720.00. Discount on this package £220.00.

Book Now

Sessions run at convenient times and locations - Just for you - Register your interest now!

Don't put it off. The onus on making the correct recruitment decision lies with you. Make sure you are well prepared .

Call **Stephan Polshaw** on 07977 298 988 and ask him to arrange **Effective Interviewer** coaching sessions in your workplace.

Alternatively e-mail stephan.polshaw@jestmanagement.co.uk now to receive more details.



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