

eLearning: Interviewing skills, interview preparation

Who is the course for?

The Interviewing skills: interview preparation course is designed for hiring managers.

What is the course content?

Throughout this course, you will learn the necessary skills for preparing to interview candidates. The course covers:

- ❖ Screening CVs and preparation
- ❖ Competency based interviews
- ❖ Types of quality questions and questioning styles to avoid
- ❖ STARS model
- ❖ Note taking
- ❖ Implications of good and bad interviews

What are the learning objectives?

- ❖ Identify effective techniques for screening CVs and preparing for candidate interviews.
- ❖ Apply the STARS model and competency-based questioning to conduct structured, fair interviews.
- ❖ Recognise the impact of good and bad interview practices and how to avoid common pitfalls.

This course enables you to confidently prepare for and conduct effective, fair, and structured interviews that help you select the best candidates for your role.



Approximately 20 mins (self-paced)



For hiring managers



Enquire for prices



Optional extra: Post eLearning role-play and workshop
Enquire for prices

eLearning: Interviewing skills, the interview process

Who is the course for?

The Interviewing skills: the interview process course is designed for hiring managers.

What is the course content?

Throughout this course, you will learn the necessary skills needed during the interview process. The course covers:

- ❖ Structuring the interview
- ❖ Opening and settling the candidate
- ❖ Listening, questioning, probing, and transparency
- ❖ Feedback and wrapping up

What are the learning objectives?

- ❖ Describe how to structure an effective interview and create a positive experience for the candidate.
- ❖ Demonstrate active listening, effective questioning, and probing techniques to gather meaningful information.
- ❖ Provide clear feedback and confidently close the interview process.

This course enables you to confidently manage the interview process from start to finish, ensuring a positive candidate experience and gathering the information you need to make informed hiring decisions.



Approximately 20 mins (self-paced)



For hiring managers



Enquire for prices



Optional extra: Post eLearning role-play and workshop
Enquire for prices

eLearning: Interviewing skills, the foundations of recruitment

Who is the course for?

The Interviewing skills: the foundations of recruitment course is designed for hiring managers.

What is the course content?

In this course, you will learn the essential skills and techniques needed to prepare for and conduct effective interviews, helping you make fair, confident, and informed recruitment decisions.

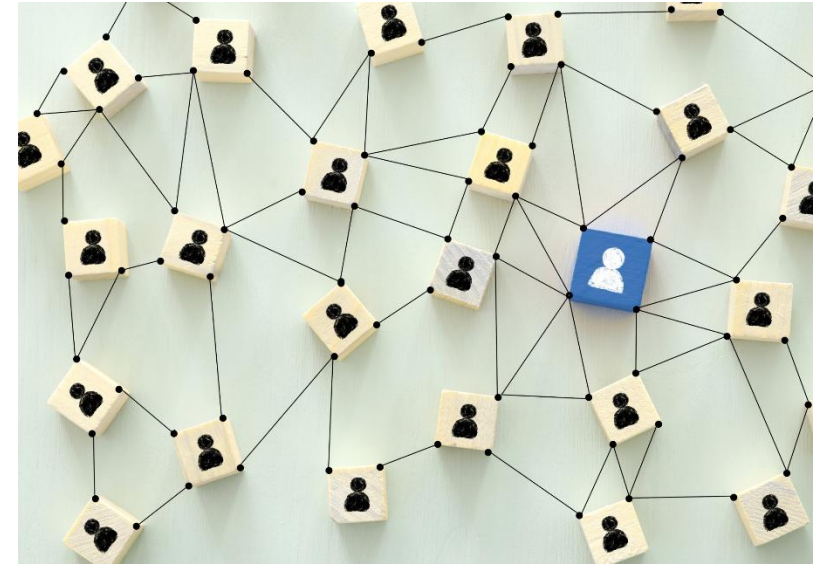
The course covers:

- ❖ The benefits of hiring right
- ❖ Who do you need to hire
- ❖ Skills and diversity
- ❖ Job descriptions and job specifications

What are the learning objectives?

- ❖ Explain the importance of effective hiring decisions and their impact on your team and organisation.
- ❖ Identify the key skills, experience, and diversity considerations needed for the role.
- ❖ Create clear and accurate job descriptions and job specifications to support a fair recruitment process

This course enables you to define what you need in a new hire and prepare clear, accurate role requirements to support fair and effective recruitment.



Approximately 20 mins (self-paced)



For hiring managers



Enquire for prices



Optional extra: Post eLearning role-play and workshop
Enquire for prices

eLearning: Interviewing skills, legal aspects of recruitment

Who is the course for?

The Interviewing skills: legal aspects of recruitment course is designed for hiring managers.

What is the course content?

In this course, you will learn the key legal principles and best practices that apply to the recruitment process, helping you make fair, lawful, and unbiased hiring decisions. The course covers:

- ❖ The three types of discrimination
- ❖ The right to work in the UK
- ❖ Criminal record checks
- ❖ Data protection

What are the learning objectives?

- ❖ Describe the three types of discrimination and how to avoid unlawful bias during recruitment.
- ❖ Understand the legal requirements for verifying a candidate's right to work in the UK and conducting criminal record checks
- ❖ Apply data protection principles to ensure candidate information is handled lawfully and responsibly.

This course enables you to conduct interviews and manage recruitment processes in line with legal requirements, ensuring fairness, compliance, and protection for both candidates and your organisation.



Approximately 20 mins (self-paced)



For hiring managers



Enquire for prices



Optional extra: Post eLearning role-play and workshop
Enquire for prices

eLearning: Interviewing skills, hiring inclusively

Who is the course for?

The Interviewing skills: hiring inclusively course is designed for hiring managers.

What is the course content?

In this course, you will learn how to apply inclusive techniques to attract, assess, and hire a diverse range of candidates fairly and without bias. The course covers:

- ❖ Identifying and avoiding bias
- ❖ Understanding and recognising different types of bias
- ❖ Tips on how to hire fairly

What are the learning objectives?

- ❖ Identify common types of bias that can affect the interview and hiring process.
- ❖ Recognise how unconscious bias can influence decision-making and candidate assessment.
- ❖ Apply practical techniques to interview and hire candidates fairly and inclusively.

This course enables you to recognise and reduce bias during interviews, helping you make fair, inclusive, and objective hiring decisions.



Approximately 20 mins (self-paced)



For hiring managers



Enquire for prices



Optional extra: Post eLearning role-play and workshop
Enquire for prices