Competency Based Interview and Selection for Hiring Managers

اختيار وتوظيف المدراء المرتكز على الأداء

20 – 24 November 2023

Dubai / UAE

Introduction

Competency Based Interview and Selection for Hiring Managers Training course is a comprehensive program that will equip you with the skills and tools to conduct effective interviews and select the best candidates for your organization. In this course, you will learn how to define, measure, and assess competencies, which are the knowledge, skills, abilities, and behaviors that are essential for successful performance in a specific role or function. You will also learn how to design and conduct competency-based interviews, which are structured and systematic methods of gathering and evaluating evidence of competencies from candidates. By using competency-based interviews, you will be able to reduce subjectivity and bias, increase validity and reliability, and enhance fairness and transparency in your hiring process.
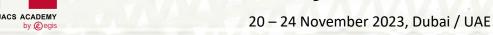
Objectives

By the end of this course, you will be able to:
- Define competency and competency-based interview
- Identify the benefits and challenges of competency-based interview
- Design competency-based interview questions and rating scales
- Apply best practices and techniques for conducting competency-based interview
- Evaluate candidates' responses and make objective hiring decisions
- Avoid common pitfalls and legal issues in competency-based interview

Who Should Attend?

This course is designed for hiring managers, HR professionals, recruiters, and anyone who is involved in the interview and selection process.

Course Outline

Day One

Introduction to Competency Based Interview and Selection
- What is competency and why it matters
- The competency framework and model
- The competency-based interview process and cycle
- The role and responsibilities of the interviewer

Day Two

Designing Competency Based Interview Questions and Rating Scales
- The types and levels of competencies
- The STAR method for developing behavioral questions
- The SMART method for developing situational questions
- The rating scales and criteria for assessing competencies

Day Three

Conducting Competency Based Interview
- The preparation and planning for the interview
- The opening and rapport building techniques
- The questioning and probing techniques
- The active listening and note taking techniques

Day Four

Evaluating Competency Based Interview Responses and Making Hiring Decisions
- The scoring and rating methods for competencies
- The feedback and communication methods for candidates
- The decision making and selection methods for hiring
- The documentation and record keeping methods for interview

Day Five

Best Practices and Challenges of Competency Based Interview
- The dos and don'ts of competency-based interview
- The ethical and legal issues in competency-based interview
- The common errors and biases in competency-based interview
- The tips and tricks for improving competency-based interview skills

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- Technical Session   08.30-10.00 am
- Coffee Break   10.00-10.15 am
- Technical Session   10.15-12.15 noon
- Coffee Break   12.15-12.45 pm
- Technical Session   12.45-02.30 pm
- Course Ends   02.30 pm

Course Fees*

- **3,200 USD**
  VAT is Excluded If Applicable

المقدمة

تعد دورة اختيار وتوظيف المدراء المرتكز على الأداء لمديري التوظيف، برنامجًا شـــــاملاً سـيزودك بالمهارات والأدوات اللازمة لإجراء مقابلات فعالة واختيار أفضـل المرشـحين لمؤسستك. في هذه الدورة ، ســتتعلم كيفية تحديد وقياس وتقييم الكفاءات ، وهي المعرفة والمهارات والقدرات والسـلوكيات الضـرورية للأداء الناجح في دور أو وظيفة محددة. ســوف تتعلم أيضًــا كيفية تصـــميم وإجراء المقابلات القائمة على الكفاءة ، وهي طرق منظمة ومنهجية لجمع وتقييم أدلة الكفاءات من المرشـحين. باسـتخدام المقابلات القائمة على الكفاءة ، ستكون قادرًا على تقليل التحيز ، وزيادة الصـلاحية والموثوقية ، وتعزيز الإنصـاف والشـفافية في عملية التوظيف الخاصة بك.

الأهداف

بنهاية هذه الدورة، ستكون قادرًا على:

- تحديد المقابلات القائمة على الكفاءة
- تحديد فوائد وتحديات المقابلة
- تصميم أسئلة المقابلة القائمة على الكفاءة ومقاييس التقييم
- تطبيق أفضل الممارسات والتقنيات لإجراء مقابلة
- تقييم استجابات المرشحين واتخاذ قرارات توظيف موضوعية
- تجنب المآزق الشائعة والمسائل القانونية في المقابلة

الحضور

تم تصـميم هذه الدورة التدريبية لمديري التوظيف، ومتخصـصـي الموارد البشـرية ، والقائمين بالتوظيف ، وأي شخص يشارك في عملية المقابلة والاختيار.