SQT

TRAINING THAT DEVELOPS
REAL CAPABILITY











Interviewing and Selection Skills

LPD008

Interviewing and Selection Skills

Hiring the right person is one of the most critical decisions any organisation can make. Poor selection decisions can have long-lasting and costly effects, from decreased team performance to reduced morale and increased turnover.

This highly practical course equips learners with the knowledge and tools to lead structured and effective interviews, providing the capability to make sound hiring decisions. By the end of the programme, learners will gain clarity in their decision-making and confidence in applying a structured, repeatable approach - developed through skills practice - that supports fairness, consistency and alignment with organisational goals.

This programme can be fully customised to support strategic organisational priorities while addressing individual learning goals.

Duration & Price

Duration: 1-2 days
Delivery mode: This programme is available In-Company

Dates & Locations

In-Company training programmes are customised for your organisations specific needs. Most In-Company training is now delivered virtually.

In-Company Training

Please contact us for more information on our In-Company training options

What's covered?

This course provides a structured approach to interviewing and selection through practical tools and techniques that can be immediately applied in the workplace. Learners are immersed in realistic scenarios and interview skills practice to build confidence and skill.

Key topics include:

- The Process of interviewing and selecting candidates
- Challenges in interviewing and selection
- Job role analysis and defining success competencies
- Types of interview questions and when to use them
- Competency-based/behavioural interviewing techniques
- Interview structure and best practices
- Diversity and legal considerations in recruitment, including treating the candidate as a customer
- Interview practice with feedback and coaching

Content can be tailored for In-Company delivery to reflect the organisation's interview structure, selection protocols and cultural priorities.

Who should participate?

This course is ideal for anyone involved in hiring or internal selection decisions who wishes to improve their effectiveness and consistency. It is particularly suitable for organisations seeking to embed structured and fair recruitment practices.

Typical roles include:

- HR professionals (recently appointed or transitioning into the role)
- Team leaders involved in internal interviews
- Hiring managers and supervisors

English Language Competency
A good standard of written and spoken English is important to engage effectively with this programme.

What will I learn?

On successful completion of this course, learners will be able to:

- Understand the principles of effective interviewing and the impact of selection on long-term retention
- Design and deliver structured interview questions using appropriate questioning styles to assess candidate fit against key selection criteria
- Apply competency-based interviewing techniques effectively
- Recognise and comply with key legal and diversity requirements in the hiring process
- Conduct professional interviews with consistency and confidence
- Make informed, objective hiring decisions

This course is designed to equip learners with tools and techniques they can apply immediately to improve the quality, consistency and outcomes of their recruitment decisions.

How do we train and support you?

We use a highly interactive, practical methodology rooted in experiential learning. This ensures that every learner has the opportunity to apply new techniques, receive feedback and reflect on personal development throughout the course.

Support elements include:

- Pre-training consultation for In-Company courses to tailor content to learner and organisational needs
- Facilitated skills practice sessions recorded for feedback and individual reflection, allowing learners to experiment in a safe, supportive space
- Guided post-training reflective activities designed to embed learning, support behavioural change and identify future goals
- Optional personalised coaching sessions (either one-to-one or group-based)
- Live training is available virtually or delivered onsite to suit the needs of the team

Class sizes are generally limited to 12-15 participants to support personalised learning and individual support.

How can you progress?

Learners who complete this course often progress to further development in leadership, HR or communication-focused programmes.

Suggested next steps include:

- Train the Trainer for Industry
- Supervisory Management Skills
- Coaching Skills for People Managers

Building strong selection skills is a key foundation for broader leadership and HR capability.

Tutors



Gina Ryan
View Profile

What Our Learners Say

We believe in excellence through transparency and continuous improvement. That's why we invite all our delegates to share their experiences on CourseCheck.com, an independent platform dedicated to genuine, unfiltered feedback. Learner insights help us not only to enhance our training programmes but also empower potential learners to make informed decisions. Click on the link below to read firsthand experiences and testimonials from past learners.



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- Project & Programme Management

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