

INTERVIEWING SKILLS [SOF009]

Conducting interviews towards recruiting and selecting the right staff

SAQA Unit Standard: 119462 **Credits:** 5 **NQF level:** 4

Duration: 1 day

OVERVIEW:

Let's face it: great leaders are great because they surround themselves with fantastic, talented people. But most leaders are not very skilled at interviewing. Recruiting and selecting the right type of individual for a particular job is critical to the success of the business. Not developing interviewing skills geared toward improving recruitment and selection competencies in organisations amounts to millions lost by these organisations.

On completion of this training, participants would have learned how to:

- Recognize legal and policy issues related to interviewing
- Identify styles and types of interviews
- Plan an effective interview strategy
- Develop good interview questions
- Conduct successful interviews
- Take precautions to prevent discrimination
- Plan for follow ups
- Do reference checks
- Choose the right person for the job

NB. Attendees will be required to do a role play interview in the classroom environment and will be provided with a template to assist them with the interview process.