



CONDUCT COMPETENCY BASED INTERVIEWS & MAKE HIRING DECISIONS

A groundbreaking Competency-Based
Human Resource Program

Conduct Competency Based Interviews and Make Hiring Decisions

Recruitment and selection is one of the most important processes in the Talent Management Strategy and Human Resource Management System. The cost of hiring, orienting and training a new employee far exceeds the cost of retaining a competent employee.

The Center for Competency-Based Learning and Development (CBLD) offers you a revolutionary competency-based interviewing technique to help you do it right the first time by identifying, matching the right candidate to the job and making well-informed hiring decisions.

CBLD's new program 'Conduct Competency-Based Interviews and Make Hiring Decisions' adopts an experiential learning approach in which learners have hands-on practices in identifying job competencies and generating competency-based and probing questions to be used during interviews. They will have opportunities to role-play interview scenarios, simulate interviews, gather evidence of competence and evaluate suitability of candidates.

The skills and knowledge you gain from this program are readily transferable. This will result in improved interviewing skills and sound hiring decisions leading to hiring the right candidates for your organization.



Program Overview

Learning topics for Conduct Competency-Based Interviews and Make Hiring Decisions include:

- Differences between conventional and competency-based interview techniques
- The aims of a Competency-Based Interview
- Identify competencies needed for a job
- Identify types and forms of evidences to be gathered
- Prepare competency-based questions using the STAR approach
- Logistics required for conducting a competency-based interview
- Conducting a Competency-Based Interview
- Documenting, consolidating and evaluating evidences to make hiring decisions

Who will benefit from this program?

- Chief Executive Officers
- Directors and Senior Managers
- Line Managers
- Supervisors
- Human Resource Managers
- Recruitment Specialists and Managers
- Anyone interested in acquiring competencies in migrating towards competency-based human capital management systems

Benefits of the Course

CBLD's 'Conduct Competency-Based Interviews and Make Hiring Decisions' ensures you will be able to:

- Objectify the interview and hiring process
- Provide a transparent system for recruitment and selection
- Identify the required evidences to be gathered during interview to prove candidate's competence
- Use appropriate evidence gathering methods to gather the required evidences
- Hire the right candidate with correct skill set the first time, all the time
- Provide consistency in hiring decisions
- Ensure the candidate's mind-set is aligned with corporate values and culture
- Reduce turnover within organization
- Provide legal protection for organization
- Improve cooperation with different stakeholders in hiring

Move from intuition-led process of hiring decisions to a competency-based interview system and make sure your recruitment and selection team hire the correct candidate all the time.



Competency-Based Human Resource Consultancy Services

- Development of in-house competency and career pathing framework and guidelines
- Development of competency standards
- Development of competency-based job descriptions
- Development of competency-based assessment checklists
- Planning of manpower needs
- Development of competency-based recruitment and selection system
- Development of competency-based performance management system
- Conduct of training needs analysis
- Development of training roadmaps for individual employees and total company training plan
- Development of competency-based e-learning training programs
- Development of on-the-job training or workplace learning and assessment infrastructure
- Development of on-the-job training and assessment programs or workplace learning and assessment programs
- Provision of coaching to develop competencies
- Development of classroom trainers and/or on-the-job training instructors and assessors





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