



HUMAN RESOURCES AND TRAINING

Advanced Interviewing Techniques for Managers and Employers

Course code: HRT-068

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Selecting the right talent is one of the most important responsibilities of managers and hiring professionals. This course provides participants with advanced interviewing techniques, structured assessment methods, and practical tools to improve hiring decisions, reduce selection bias, and ensure recruitment processes are professional, objective, and aligned with organizational needs.

Why Attend

The course combines interactive presentations, role plays, interview simulations, case studies, group discussions, practical exercises, assessment workshops, and real-life recruitment scenarios to ensure practical application of concepts and techniques.

Who Should Attend

HR professionals and recruiters
Hiring managers
Department heads and supervisors
Talent acquisition specialists
Business leaders involved in recruitment decisions
HR business partners
Professionals responsible for employee selection

— Learning Objectives

- Understand modern interviewing methodologies and best practices
- Develop structured interview frameworks aligned with job requirements
- Assess candidates objectively using competency-based techniques
- Improve communication and questioning skills during interviews
- Reduce bias and improve decision-making quality
- Conduct legally compliant and professional interviews
- Enhance candidate experience and post-interview processes

Course Outline

**DAY
1**

Foundations of Effective Interviewing

- Understanding the role of interviewing within the recruitment and selection process
- Exploring different interview formats and assessment approaches
- Understanding the relationship between pre-employment assessments and interviews
- Identifying the critical success factors required for job performance
- Developing competency and success factor profiles for different roles
- Practicing the design and application of role-specific assessment criteria

**DAY
2**

Interview Planning and Preparation

- Understanding the stages involved in effective interview preparation
- Reviewing and evaluating candidate applications and résumés systematically
- Developing competency-based and behavioral interview questions
- Designing structured interview frameworks and agendas
- Preparing professional interview environments and logistics
- Ensuring confidentiality, consistency, and fairness throughout the process
- Reviewing key preparation considerations and best practices

**DAY
3**

Conducting Professional Interviews

- Creating positive first impressions and opening interviews effectively
- Managing interview flow and maintaining productive discussions
- Adapting communication approaches to different candidate personalities and behaviors
- Utilizing listening skills, silence, and probing techniques to gather deeper insights
- Recording observations and interview findings effectively
- Closing interviews professionally and explaining next steps clearly
- Applying effective communication skills throughout the interview process

**DAY
4**

Candidate Evaluation and Hiring Decisions

- Assessing qualifications, competencies, experience, and organizational fit
- Understanding unconscious bias and its impact on hiring decisions
- Applying structured evaluation and ranking methodologies
- Using scoring systems and assessment frameworks consistently
- Making objective and evidence-based hiring decisions
- Reviewing best practices for selecting the most suitable candidate

DAY
5

Post-Interview Activities and Legal Considerations

- Providing constructive and professional feedback to candidates
- Managing communication with unsuccessful applicants effectively
- Developing talent pools and succession pipelines for future opportunities
- Understanding key employment law considerations affecting recruitment decisions
- Identifying appropriate and inappropriate interview questions
- Encouraging candidate engagement through effective two-way dialogue
- Strengthening candidate experience and employer branding throughout the recruitment process

— Upcoming Classroom Dates

DATE	LOCATION	FEE
18 - 22 January 2027	Amsterdam - Netherlands	€1,900
15 - 19 February 2027	London - United Kingdom	€2,100
15 - 19 March 2027	Istanbul - Türkiye	€1,400
19 - 23 April 2027	Vienna - Austria	€2,250
17 - 21 May 2027	Barcelona - Spain	€1,600
21 - 25 June 2027	Paris - France	€2,250
19 - 23 July 2027	Frankfurt - Germany	€1,700
16 - 20 August 2027	Barcelona - Spain	€1,600

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.