

Competency-Based Interviewing

Course code: HRT-007



SPARK TRAINING

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— Workshop Overview

Despite the various advancements in human psychology and assessment of talent and competence, such as psychometrics and multi-rater evaluation, interviews remain the most preferred method for 'getting to know' a candidate. Most interviews fail to achieve their intended level of reliability due to poor pre-interview preparation, improper questioning, or the infamous reliance on first impressions and gut feelings. This workshop is designed to mitigate all the common mistakes untrained interviewers commit when meeting with job candidates. The workshop aims to highlight why interviews highly impact hiring decisions and what steps can be taken to increase their reliability while ensuring legally defensible levels of fairness and consistency.

Why Attend

The workshop is experiential; a small percentage of the time is used to debunk some of the common myths related to interviewing, and the rest is dedicated to activities and exercises aimed at 'test-driving' the skill of competency-based interviewing.

Who Should Attend

This workshop is targeted at anyone involved in assessing candidates before hiring. It is particularly beneficial to line managers interviewing candidates for vacancies in their respective functions. The workshop is ideal for professionals in human resources, especially those working in recruitment, selection, and

— Learning Objectives

- List the main types of selection interviews and when and how to use each
- Design a competency-based interview guide and use it to conduct a probing interview
- Use data collected from interviews to complete a gap analysis and decide on the most suitable candidate

— Course Outline

DAY
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Course Content

- The Interview as a Method of Selection Reliability and validity of interviews Problems with typical interviews: Before, during, and after Screening and biographical interviews Panel interviews: Dos and Don'ts Competency-Based Interviews (CBI) Preparing a competency-based interview guide Standardizing questions Organizing venue and material Conducting a CBI The structure of a CBI The questioning options The STAR funneling technique Disallowed questions Closing the interview Post Interview Steps Classifying and evaluating captured data Linking data with a competency guide The selection decision

— Upcoming Classroom Dates

DATE	LOCATION	FEE
19 - 23 October 2026	Barcelona - Spain	€1,925
2 - 6 November 2026	London - United Kingdom	€2,100
21 - 25 December 2026	Rome - Italy	€2,125
18 - 22 January 2027	Istanbul - Türkiye	€1,425
15 - 19 February 2027	Cape Town - South Africa	€2,125
15 - 19 March 2027	Barcelona - Spain	€1,925
19 - 23 April 2027	Paris - France	€2,250
17 - 21 May 2027	Frankfurt - Germany	€1,625

— 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.