



# SMART INTERVIEWING

ARISTOTLE ACADEMY

*Do you select the right people?*

*Do you plan & prepare well for interviews?*

*Can you gather all the information you need to make a decision?*

## Approach

At a time when talent demand exceeds talent supply, and competition for top talent is fierce, companies are competing for talent today more than ever. Our approach to meeting, assessing, and making decisions about candidates has never been more important.

## Key Topics

- Defining Your Needs
- Roles and Responsibilities
- Finding the Best Candidates
- Interview Strategies and Practices
- Precision Questions
- Giving Feedback
- Interview Tools & Resources

## Training Objectives

After completing this programme, participants will be able to:

1. Interview and assess candidates for positions according your selection criteria
2. Structure & organize an effective interviews.
3. Prepare and deliver precise questions & answers
4. Create an impressive experience for candidates.
5. Sell the candidate on why your company is a great place to work.
6. Give positive and constructive feedback to successful & unsuccessful candidates
7. Effectively plan, record, summarise and close the interview process.

## Duration

One Day

If you would like to discuss any one of our programmes  
please call on +44(0)7803 299337 or email: [info@craighilesconsulting.com](mailto:info@craighilesconsulting.com)



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## Programme Schedule

### Introduction & Welcome

- Programme Objectives
- Personal Objectives

### Completing a SMART Interview Process

#### Defining Your Needs

- Your Priorities
- The Candidates Experience
- Completing the Process

#### Roles and Responsibilities

- Your Role as the Interviewer
- The Job Role
- The Candidates Role

#### Finding the Best Candidates

- Hiring the Best People
- Competencies
- Cultural Fit

#### Interview Strategies and Practices

- Criteria Based Interviewing
- Behavioral Based Interviewing
- Situation / Scenario Based Interviewing

#### Precision Questions & Answering

- Asking Precision Questions
- Giving Precision Answers
- Listening Effectively

#### Giving Feedback

- Verbally & In-Writing
- Interview Tools & Resources
- Planning, Capturing & Reporting Tools

#### Personal Action Planning

Reflection, Discussion & Action

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