

Interview Skills Workshop- 1 day



TIME	PROGRAMME
09.30	Welcome/Introduction/Issues in Selection The Structured Interview
10.45	Break
11.00	Preparation for Interviewing <ul style="list-style-type: none"> - Presentation/discussion - Job Specification /Competencies - Developing Performance Indicators
12.30	Lunch
1.30	Interviewing and Legislation <ul style="list-style-type: none"> - presentation/exercise/discussion - FOI - Equality
2.15	Interview Structure and Pre-Interview Considerations <ul style="list-style-type: none"> - presentation/discussion - role of the Chairperson - planning the interview - questioning
3.30	Break
3.45	Marking and evaluation <ul style="list-style-type: none"> - presentation/discussion - Note taking - Candidate feedback
4.45	Learning review
5.00	Close

