

Recruitment with Success Profiles: Designing the Interview

Securing the right person with the right skills for the right role is vital for any organisation. To maximise your chances of selecting the best possible individual for a role, you need an interview process that is fair, effective, transparent and repeatable. This needs to give every candidate an equal chance to shine and to prove that they have the ideal combination of skills, experience and behaviours, as defined by the Success Profiles framework.

Candidates will no doubt spend a lot of time preparing for a job interview. It's only fair that the interviewer is similarly well prepared, in terms of everything from their question list and scoring system through to creating an interview environment that allows a candidate to showcase their skills.

Description

This course is designed to demonstrate how effective interview design increases the likelihood of placing the right person in the right role. Insightful and effective questions sit at the heart of any successful interview. However, it's also important to deliver a consistent process, where every interview follows the same sequence and flow, lasts the same amount of time and takes place in the same environment. This course shows you how to achieve this and to create a fair and equitable scoring process through which candidates can be assessed.

This course has been designed for recruiting managers, vacancy holders and anyone who is involved in conducting recruitment interviews. You will need to complete the digital courses 'Recruitment with Success Profiles: Getting It Right' and 'Recruitment with Success Profiles: Introduction to Success Profiles' before you can commence this course.

What does it involve?

This is a digital course that begins with a series of documents that you'll need to read. The first two explore the importance of designing an effective interview process and how to craft unambiguous questions that allow you to elicit the information needed to evaluate candidates against the various elements of Success Profiles. After that, the next

two look at how to design a fair and consistent interview process and a scoring process that allows all the selection criteria to be effectively assessed.

A subsequent workbook and case study provide you with the opportunity to practise what you've just learned. Using a real-life Civil Service scenario, you'll need to design an entire interview question list, structure and scoring methodology. The course concludes with a reflective activity, encouraging you to think what you'll do differently in future to improve your recruitment activities.

What's the outcome?

Having completed this course, you'll be able to explain which elements of an interview can increase the likelihood of selecting the right candidate. As well as being able to define the roles and responsibilities of a standard interview panel, you'll know how to design an interview structure that pays sufficient attention to logistics and the candidate experience. You'll understand the need for assessor packs and what they should include. Finally, you'll also know how to construct interview questions and scoring criteria for the behaviours, experience, strengths and technical elements of Success Profiles.

Learning activities



Four
introductory
documents



Workbook



Reflective
activity

Delivery method:

DGTL 

Estimated learning time:

4 hours 40 minutes

How to book

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