

14 hours **ZOOM & PHYSICAL** Program

INTERVIEWING STRATEGIES

**(WITH PERSONALITY
ASSESSMENT TOOL)**



**HYBRID
TRAINING**

16 & 17 Apr 25 (Wed & Thu)



Remote Online Training (Zoom) &



AC Hotel Kuala Lumpur (Physical)

**** Choose either Zoom OR Physical Session**

INTRODUCTION:

A job interview determines whether the interviewee and the organization match in terms of skills, experience, and attitude. The pandemic and, as a result, the quick rise of remote and hybrid work have led to remote hiring and interviewing replacing traditional face-to-face interviews in a variety of desk-based industries.

This course will give the interviewer tips on preparing for physical and virtual interview formats. Participants will explore different interview structures, prepare a list of questions, and assess the candidate's suitability. Participants will also learn how to use personality assessment tools during the interviewing process.

PROGRAM DETAILS:

- Duration: 2 Days (14 hours)
- Delivery Platform: Facilitation (preferred platform: ZOOM)
- Delivery Methodology: Presentation, Group Discussion, Role-Play, Skill Practice

TARGET GROUP:

Manager (HR and Non-HR) who is involved in the interviewing session or hiring process.

LEARNING OUTCOMES:

- At the end of this session, the participants will be able to:
- Conduct a structured interview session (virtual and physical)
 - Develop suitable questions for different levels of jobs
 - Apply different types of interviewing formats (Competency-Based, Situational, Traditional, Behavior-Based)
 - Practice their interviewing skills in a supportive environment
 - Use the personality/behavioral assessment information during the interviewing session.

PARTICIPANT'S REQUIREMENT FOR JOINING THE SESSION REMOTELY:

- **MUST** log in from Desktop, Notebook, or Tablet.
- The device (desktop, notebook, or tablet) **MUST** have a working webcam and microphone (critical for participant interaction, discussion & mock interview)
- Stable Internet Connection
- Able to access the conference platform (e.g. ZOOM)



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COURSE CONTENT

Day 1: 9:00am – 5:00pm (7 hours)

Module 1: Back to Basic

- The N2N Hiring Process
- The Ethical Interviewing Practice
- Core Skills of an Interviewer

Module 2: First Step in Hiring Process

- Review the Person & Job Requirement
- Talent Sourcing (Internal and External)
- Candidate Shortlisting Process

Module 3: 1st Screening (Phone or Video call)

- What do you need to know, verify and clarify?
- Preparation for the call (phone or video)
- Decision: Reject, KIV, or proceed to the next step.

Module 4: Preparing for Interview Session

- Decide on interview format: Physical, Remote, or Hybrid
- Develop Interview Questions and Assessment Tools
- Technical Preparation for Remote and Hybrid Interviews

Day 2: 9:00am – 5:00pm (7 hours)

Module 5: Behavior Assessment (DiSC)

- Administering the Assessment
- Analyzing the Candidate's Report
- Incorporating the data into the interview process

Module 6: It is Time to Meet!

- Prepare the Interviewer and Candidate
- Conducting the Interview
- Managing the Interview Process

Module 7: Post-Interview Session

- Synchronizing panel scoring and rating
- Identify the Red Flags
- Selecting the BEST Fit