

14 hours **ZOOM & PHYSICAL** Program

# INTERVIEWING STRATEGIES

**(WITH PERSONALITY ASSESSMENT TOOL)**



**HYBRID TRAINING**

**16 & 17 Apr 25 (Wed & Thu)**



**Remote Online Training (Zoom) &**



**Wyndham Grand Bangsar 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