

Course : Preparing and conducting the annual professional interview in the local civil service

Practical course - 1d - 7h00 - Ref. EPT

Price : 940 CHF E.T.

Professional interviews remain a privileged moment between the employee and his/her line manager. There are many issues at stake, both for the local authority and for permanent and contract employees. This meeting must therefore be well-prepared and conducted methodically to encourage dialogue.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand the usefulness and scope of the professional interview for the local authority and its stakeholders
- ✓ Prepare and conduct professional interviews in compliance with the legal framework and internal rules
- ✓ Develop interview techniques to enable open exchange
- ✓ Enable line managers to make the interview an integral part of their day-to-day management practices
- ✓ Drawing up professional interview minutes
- ✓ Making the most of professional interviews

Intended audience

Human resources officers and managers.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Feedback from experience as assessor and assessee, study of interview frameworks, simulated interviews, analysis of texts.

Teaching methods

active teaching

PARTICIPANTS

Human resources officers and managers.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

Course schedule

1 Set up interviews in compliance with the legal framework prescribed for local civil servants

- Analyze the legal framework for the professional interview in the local civil service: laws, decrees, circulars.
- Mobilize local authority tools: internal procedures, guides, interview document, HR job descriptions.
- Understand the role of each stakeholder: appraisees/evaluators, special cases, role of local elected representatives, HR department.
- Master the regulatory stages of the procedure.
- Identify points to watch out for: location, confidentiality, personal details, discriminatory criteria.

Hands-on work

Group work to analyze the legal framework, case studies on the agents to be assessed and discriminatory criteria, analysis of the interview support document, exercises on regulatory deadlines.

2 Conducting professional interviews as part of the management and organization of local authority services

- Identify the challenges of the professional interview in terms of team management: for appraisees, appraisers and the local authority.
- Master the key stages of the professional interview: induction, dialogue, conclusion.
- Take stock of the past year: assess the gaps between the prescribed and the actual.
- Set SMART(E) objectives for the coming year and the means to achieve them.
- Consider career prospects: development, mobility, advancement.
- Conclude the interview: write a literal general assessment.

Hands-on work

Construire des objectifs SMART(E), rédiger des appréciations générales, jeu de rôle pour chacune des étapes de l'entretien.

3 Actively participate in the interview and facilitate the agent's self-expression

- Establish a climate conducive to dialogue.
- Identify the pitfalls to avoid in your communication.
- Master listening techniques: empathic listening, active listening.
- Ask questions and rephrase.
- Dealing with difficult situations.
- Formulate a constructive observation.

Hands-on work

Role-playing on different listening techniques, practical examples of difficult situations.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

4 Using professional interviews

- Write up the minutes and monitor the validation circuit.
- Use the professional interview in the interests of the community, the team and the employee.
- Accompany the agent in implementing decisions taken: objectives set, training identified.
- Communicating with stakeholders about interviews.

Hands-on work

Rédactions de comptes rendus, cas pratiques autour d'une réunion d'équipe pour communiquer sur les entretiens, plan d'actions pour accompagner les agents dans la mise en œuvre des décisions prises.

Dates and locations

REMOTE CLASS

2026 : 10 June, 20 Oct.