Course : Master all aspects of the recruitment interview

Practical course - 3d - 21h00 - Ref. REZ
Price : 2110 CHF E.T.

★★★★⯪ 4,9 / 5

At the end of the course, you'll be able to manage all aspects of a recruitment interview. From analyzing the client's needs to the candidate's behavior, you'll be able to respond effectively to the company's requirements.

🎯 Teaching objectives

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

- ✓ Define recruitment with the customer: challenge the customer's expectations to define a realistic profile, etc.
- ✓ Conducting the interview: introducing and arousing interest, evaluating, motivating to continue
- ✓ Making a choice and defending it to the customer: writing a report, highlighting added value, highlighting potential/talent
- ✓ Re-examine your methods and tools: changing environment, changing customers, staying on top of developments

Intended audience
Search/source managers; consultants in recruitment consultancies, Talent Acquisition, managers, anyone in charge of recruitment in a company.

Prerequisites
No special knowledge required.

Practical details
Hands-on work
This interactive training course is supported by numerous exercises and practical work.

Course schedule

1 **Identify the issues and objectives of a recruitment interview**

- Understanding the role of the recruitment interview in the overall process: a key factor in attracting talent.
- Identify the advantages and limitations of the recruitment interview.
- Understand candidates' expectations and needs in the professional sphere.
- Know your recruiter's style, approach and influence on candidates.
- Identify the communication style of your future contacts.

Storyboarding workshops
Discussions on your recruiting style and difficult experiences in recruitment interviews.

2 **Ask your client about their recruitment needs**

- Distinguish between ability, competence, potential and talent.
- Define professional aptitudes and soft skills to minimize the risk of selection errors.
- Define the customer's needs using tools such as job descriptions, OMMDC, QQOQCPC.
- Agree on essential and desired skills.
- Create or update job definitions and job profiles.
- Create a backlog of actions to be carried out and the players involved.

Telephone point
One participant plays the role of the sponsor, and the other the role of the researcher. The latter must ask precise, relevant questions to understand the sponsor's recruitment needs. Observers analyze the participants' behavior.

3 **Deciphering candidates' interview behaviors**

- Distinguish between behavior, attitude and personality.
- Identify your interlocutor's words to understand how they work: linguistic predicates.
- Identify candidates' professional skills.
- Creating links to encourage exchanges.
- Be familiar with recruitment tools: PAPI, DISC, etc.

Hands-on work
Cross-evaluation. Participants are divided into 2 groups. Each group prepares questions (and answers) on all the concepts covered during the day. These are put to the other group to check what they have learned, and to reinforce the different messages.

4 **Setting the framework and creating a secure, trusting relationship**

- Adopter une posture neutre et créer un climat de confiance.
- Identify and act on our cognitive biases in interviews.
- Set out the framework and expectations.
- State the objective of the interview to create a bond.
- Observe the candidate's reactions.
- Identify the candidate's personality, verbal and non-verbal language to establish good communication.

Hands-on work
Greeting and starting an interview. Situations analyzed and debriefed.

5) Getting your interviewer to talk

- Show interest and attention.
- Note-taking skills.
- Active listening: the 3 levels of listening.
- Distinguish between fact/opinion/feeling/omission/distortion/generalization.
- Know the 4 types of reformulation.
- Understand and use silences.
- Ask relevant questions: the 6 types of questions.
- Learn how to get the other person to express themselves.
- Adopt the right attitudes in interpersonal exchanges.
- Handle blockages and difficulties in expressing yourself.

Hands-on work
Encourage the speaker to speak. Situations analyzed and debriefed.

6) Talking about the job and the company: attracting candidates

- Address gaps between job expectations and interviewer profile.
- Build an integration and matching program.
- Motivate your interlocutor.
- Arguing its position.

Hands-on work
Leading a recruitment exchange. Situations analyzed and debriefed.

7) Concluding a recruitment interview

- Formalize exchanges and validate understanding.
- Énoncer les prochaines étapes du processus de recrutement.
- Conclude by praising the other person.

Hands-on work
Finalize a recruitment interview. Case studies analyzed and debriefed.

8) Writing interview conclusions

- Summarize interview discussions in factual terms: writing up the minutes.
- Promote the strengths of the candidate's career path to the sponsor.
- Faire un retour au candidat.

Hands-on work
Drawing up an interview report.

Dates and locations

REMOTE CLASS
2026 : 20 May, 5 Oct., 23 Nov.