

# Course : Successful HR interviews

*Practical course - 2d - 14h00 - Ref. RIH*  
*Price : 1590 CHF E.T.*



An interview can have many objectives, but it's essential to be well prepared. This course will help you identify the principles applicable to all types of interview, structure the stages efficiently and acquire the questioning techniques needed to gather relevant information.

## Teaching objectives

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

- ✓ Identify the different types of human resources interviews
- ✓ Distinguish between the phases of an individual interview
- ✓ Master maintenance rules and techniques
- ✓ Conducting recruitment interviews

## Intended audience

All HR staff or managers who have to conduct interviews with employees or candidates, whatever the interview situation: recruitment, internal mobility, assessment...

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Simulated interviews on active listening techniques, interactive sessions on the golden rules of interviewing.

## Course schedule

### 1 Understanding the interview situation

- The golden rules of the personal interview.
- The impact of our personal filters and representations.
- Distinguish between the different types of HR interviews.

### Exercise

Interactive presentation on the golden rules of interviewing.

### PARTICIPANTS

All HR staff or managers who have to conduct interviews with employees or candidates, whatever the interview situation: recruitment, internal mobility, assessment...

### 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.

## 2 Mastering the key interview stages

- Prepare your interview, identify the different stages of an interview.
- Welcome and frame the interview: explain the approach and operating rules.
- Reinforce memorization for better recall.
- Conclude the interview: answer questions and provide clear information.

### Exercise

Simulated interviews in sub-groups followed by group debriefing.

## 3 Acquire maintenance techniques applicable to all types of maintenance

- Frame exchanges using questioning techniques.
- Quick access to reliable information.
- Optimize interview time.
- Establish a climate of trust and quality exchanges using active listening techniques.

### Hands-on work

Training in questioning and active listening techniques in pairs. Collective analysis. Mock interviews.

## 4 Actively conducting key HR interviews

- Identify role and scope of action in relation to legislation.
- Announce the end of a trial period at the employer's initiative.
- Managing employee dissatisfaction.
- Mastering discrimination and harassment interviews.
- Knowing how to deal with topics in an employee's private life.

### Exercise

Simulation interview on the announcement of a breach of probation.

## 5 Conducting a recruitment interview

- Master the key stages of a reliable and efficient recruitment process.
- Know the key questions in a recruitment interview.
- Equip yourself with an interview guide and make it your own.
- Assess the candidate's suitability for the profile sought.

### Hands-on work

Appropriation of an interview guide and interview simulations. Debriefing and discussion.

### 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.

### 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## Dates and locations

### REMOTE CLASS

2026 : 25 June, 26 Nov.