

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

*Practical course - 1d - 7h00 - Ref. EPG*

*Price : 800 € 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 administration 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 administration and its stakeholders
- ✓ Prepare and conduct professional interviews in compliance with the legal framework applicable to the civil service
- ✓ 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.

### 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.

## Practical details

### Hands-on work

Retours d'expérience en qualité d'évaluateur et d'évalué, étude de trame d'entretien, simulation d'entretiens, analyse des textes.

### Teaching methods

active teaching

## Course schedule

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

- Analyze the legal framework for the professional interview in the French civil service: laws, decrees, circulars.
- Mobilize administrative tools: internal procedures, appraiser/appraisee guides, interview document, job descriptions, necessary HR information.
- Comprendre le rôle de chacune des parties prenantes : de l'évalué aux instances consultatives.
- Identify points to watch out for: location, confidentiality, personal details, discriminatory criteria.

#### Hands-on work

Teamwork 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 administrative services

- Identify the stakes of the professional interview in terms of team management: for both appraisees and appraisers.
- 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.
- Assess the agent's qualities and professional experience according to defined criteria.
- Consider career prospects: development, mobility, advancement.
- Conclure l'entretien : rédiger l'appréciation générale littéraire.

#### Role-playing

Building SMART(E) objectives, writing general appraisals, role-playing each stage of the interview.

#### 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.

### 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.
- Formuler une observation constructive.

#### Role-playing

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

### 4 Using professional interviews

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

#### Hands-on work

Report writing, case studies based on a team meeting to communicate on the interviews, action plan to support agents in implementing the decisions taken.

## Dates and locations

### REMOTE CLASS

2026 : 24 June, 3 Nov.

### PARIS LA DÉFENSE

2026 : 17 June, 27 Oct.