

# Course : Successful professional interviews

Practical course - 2d - 14h00 - Ref. FSM

Price : 1590 CHF E.T.

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The professional interview became mandatory with the 2014 reform. This interview is an additional motivational lever devoted to the employee's career development prospects and employability. This training course will help you understand the stakes and master the key stages.

## Teaching objectives

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

- ✓ Distinguishing the professional interview from other HR interviews
- ✓ Know the regulatory framework of the professional interview (law of March 5, 2014, law of September 5, 2018...).
- ✓ Conducting a professional interview
- ✓ Use the professional interview as a management, skills management and employability tool
- ✓ Supporting employees' professional development

## Intended audience

Managers, department heads, HR project managers, HR managers and anyone who has to conduct professional interviews as part of their job.

## Prerequisites

No special knowledge required.

## Practical details

### Exercise

This highly interactive course is based on numerous exercises and role-playing exercises with feedback.

### Teaching methods

This highly interactive training course is based on numerous exercises and role-playing exercises with feedback. MCQs, interview practice, experience sharing.

## Course schedule

### PARTICIPANTS

Managers, department heads, HR project managers, HR managers and anyone who has to conduct professional interviews as part of their job.

### 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.

## 1 Applying the legal framework and understanding the challenges of the professional interview

- Distinction between the professional interview and other HR interviews.
- Understand the legal framework of the professional interview and the changes brought about by professional training reforms.
- Understanding the lifelong learning system.
- L'entretien professionnel comme outil de pilotage RH dans la GPEC:GEPP.
- Clarify the notions of training action, salary or career progression, employability.

### Exercise

Questions and answers on key points. MCQs on regulations.

## 2 Master the key concepts of professional development

- Master the vocabulary of skills (knowledge, aptitudes, professional skills, etc.).
- Master skills analysis tools (skills repository, job description, etc.).
- Understand the usefulness of skills grids and know how to use them.
- Be familiar with career guidance systems and tools (VAE, passeport formation, PTP, CPF, ProA...).
- Analyze the employee's career path.

### Exercise

Self-assessment of skills, talents and motivations (tools that can be transposed to employees). Analysis of different career development situations.

## 3 Understanding the different stages of the professional interview

- Take stock, study needs and define directions.
- Follow up on actions taken after the interview.
- Adopt the right posture for each phase of the professional interview.
- Use professional interview tools.
- Discuss the employee's career plans with him/her.
- Carry out a summary professional interview every 6 years.

### Exercise

Formalize the main stages of a professional project development process. Development of a tool to support the professional interview, enabling the employee to take stock of his or her career path.

## 4 Conducting a professional interview

- Master active listening techniques.
- Encourage dialogue through questioning techniques.
- Managing professional interviews after a long absence: maternity leave, illness, sabbatical leave...
- Know your communication style.

### Exercise

Simulation of a professional interview with an employee. Debriefing and action plan on identified areas for improvement, both in terms of know-how and interpersonal skills.

## 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.

## Options

### Certification : 290€ HT

Pour aller plus loin et faire reconnaître vos compétences, passez la certification de notre partenaire EXCELLENS. L'examen dure 20 minutes et doit se dérouler 15 jours après le début de la formation. Il consiste en un QCM de 20 questions : 10 questions basées sur une étude de cas (coefficients 2) et 10 questions théoriques (coefficients 1). Votre score est affiché dès la fin de l'examen et votre certificat vous est adressé par e-mail. 80% de réponses correctes sont nécessaires pour obtenir la certification. En cas d'échec un second passage est possible.

## Dates and locations

### REMOTE CLASS

2026 : 25 June, 5 Oct., 16 Nov.