

Course : Conducting a successful professional interview

Practical course - 1d - 7h00 - Ref. REK
Price : 930 CHF E.T.

With the March 5, 2014 law on training, employees must benefit every two years from a professional interview on their career development prospects. This training course will enable you to understand what's at stake and master the key stages.

Teaching objectives

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

- ✓ Knowing the regulatory obligations of this interview
- ✓ Distinguish it from other HR interviews?
- ✓ Professionalize your approach?in preparing and conducting this interview
- ✓ Understand the feasibility of employee development within the company
- ✓ Build and formalize possible career paths for employees

Intended audience

Anyone in charge of conducting interviews with employees

Prerequisites

No

Practical details

Interactive presentations, case studies with alternating work in sub-groups and plenary sessions, practical toolbox

Course schedule

PARTICIPANTS

Anyone in charge of conducting interviews with employees

PREREQUISITES

No

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.

1 The professional interview

- Integrating the professional interview into the company's HR landscape
- Identify the legal dimension of the professional interview every 2 years and the 6-year review
- Distinguish between an appraisal interview and a professional interview
- Managing professional interviews after a long absence: maternity leave, illness, sabbatical leave, etc.

Hands-on work

Brainstorming permettant d'identifier la représentation des apprenants.
Apports théoriques sur les différents entretiens dans le paysage RH de l'organisation et la réglementation.

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.

2 Preparing for the professional interview

- Scheduling interviews and sending out invitations
- Prepare the employee's file and the documents needed to conduct the interview
- Identify the steps involved in conducting a professional interview

Hands-on work

Meta plan to identify the preparatory phases of the job interview. List the stages of the interview (yesterday, today, tomorrow).

3 Analysis of employee development

- Take stock, study needs and define directions
- Identify actions to enable development (training, tutoring, mentoring, etc.)
- Follow-up on actions taken after the interview

Hands-on work

Situational interview and questioning to validate and define the feasibility of change. Role-playing and debriefing in a large group.

4 Building a career path

- Clarify the concepts of training action, salary or career progression
- Analyze the employee's career path
- Review and verify compliance with the company's new obligations

Hands-on work

Role-playing the formalization of actions to implement the career path. Role-playing and large-group debriefing.

Dates and locations

REMOTE CLASS

2026 : 3 Apr., 22 June, 7 Oct., 11 Dec.