

# Interviewing Skills to Recruit the Right Candidate

MEDIUM : Cantonese / English

COURSE CODE : ISW

DURATION : 1 Day

FEE : HK\$3,480

EARLY BIRD : HK\$3,180

15 June, 2018 (Fri)

The workshop enables the participants to master a result-focused process to select the right candidate successfully. The training concepts are based on Harrison Assessment employee selection and development tools. The participants will gain confidence in practising the following interviewing techniques:

- Design of interview
- Communication during interview
- Evaluation of the candidates

## Who Should Attend

Middle Management

## Methodology

Lectures, Discussions and Role-plays

## Course Outline

### 1. Common Pitfalls at Interviews

The participants will learn from survey data that interviews do not always succeed in getting the suitable candidate. They will *work in groups* to use a problem-solving approach to address some major pitfalls:

- Lack of an agenda
- Irrelevant information
- Inconclusive progression

### 2. Assessing Suitability

- Learn to identify desirable and undesirable traits in candidates for job success
- Rate the traits' importance for the effective delivery of results
- Forecast the candidate's personal drive based on job interest

### 3. Decision-Making Criteria

The participants will learn how to use a decision matrix to maintain objectivity in candidate assessment by:

- Setting priorities of job skills
- Building systematic measurement of suitability

### 4. Developing Questions

The participants will *practise* developing questions based on the selection criteria focusing on:

- Skills assessment
- Attitude assessment
- Communication ability assessment
- Questioning sequence

### 5. Interviewing (Role-Play)

The participants will *role-play* an interview based on the questions that they have developed.

### 6. Review of Role-Play

The trainer will review the role-play in Module 5 to reinforce the do's and don'ts at interviews.

### 7. Deportment for Visual Confidence

We will *discuss* the overall aspects required to create a successful personal image which includes the "Dress for Success" philosophy.

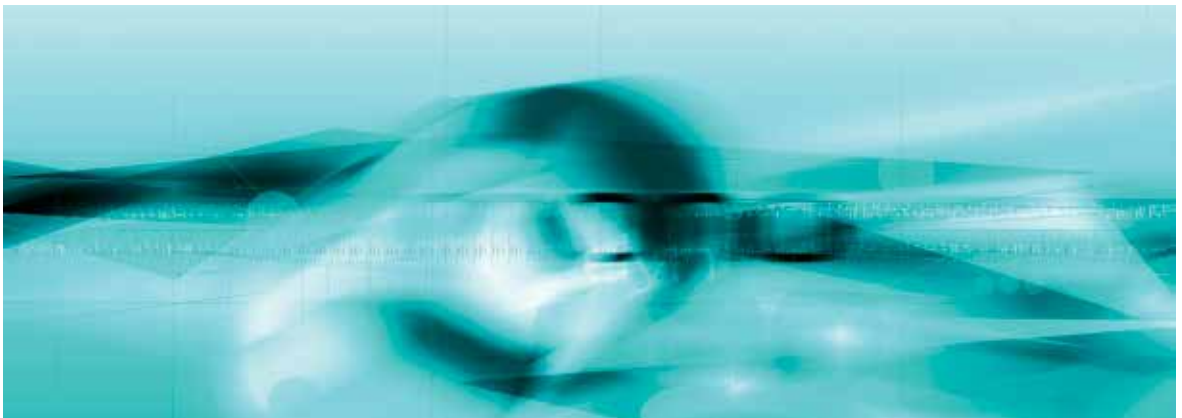
### 8. Professional Interview Etiquette

The participants will review the following etiquette to project a positive Company image:

- Seating arrangement
- Introductions
- Small talk
- Conclusion

### 9. Personality Analysis

The participants will learn how to recognise personality types and relate their suitability to the job.



# COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
<b>May 2018</b>								
2	May-08	Assertiveness Skills Workshop	NEW ASW	1	HK\$3,480	HK\$3,180 Apr 13, 2018	Apr 18, 2018	C/E
	May-09	Finance for Non-Finance Executives	FNFM	1	HK\$3,480	HK\$3,180 Apr 13, 2018	Apr 18, 2018	C
	May 10-11	Managing People for Win-Win Results	MPWWR	1	HK\$6,480	HK\$5,980 Apr 13, 2018	Apr 18, 2018	C/E
3	May-15	Creative Thinking and Innovation	NEW CTI	1	HK\$3,480	HK\$3,180 Apr 20, 2018	Apr 25, 2018	C
	May-16	Persuasive Presentation Skills Workshop	PPSW	1	HK\$3,480	HK\$3,180 Apr 20, 2018	Apr 25, 2018	C/E
	May-18	Customer-Focused Prospecting	CFP	1	HK\$3,480	HK\$3,180 Apr 20, 2018	Apr 25, 2018	C
<b>June 2018</b>								
2	Jun-05	Win-Win Negotiation	NEW WINWIN	1	HK\$3,480	HK\$3,180 May 11, 2018	May 16, 2018	C
	Jun-06	Expert Sales Strategy	ESS	1	HK\$3,480	HK\$3,180 May 11, 2018	May 16, 2018	C
	Jun-07	Corporate Image + Business Etiquette	CIBE	1	HK\$3,480	HK\$3,180 May 11, 2018	May 16, 2018	C/E
3	Jun-13	Creative Problem Solving and Decision Making	NEW CPSDM	1	HK\$3,480	HK\$3,180 May 18, 2018	May 23, 2018	C
	Jun-14	Personality Styles and Team Communication	NEW PSTC	1	HK\$3,480	HK\$3,180 May 18, 2018	May 23, 2018	C/E
	Jun-15	Interviewing Skills to Recruit the Right Candidate	ISW	1	HK\$3,480	HK\$3,180 May 18, 2018	May 23, 2018	C/E

C = Cantonese, E = English

**TIME:** 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

\* Fees include refreshments and buffet lunch

**PAYMENT AND CONFIRMATION:**

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

**CANCELLATION AND SUBSTITUTION POLICY:**

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

**ATTENDANCE CERTIFICATE:**

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

**CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:**

Please visit our Website at [www.celhk.com](http://www.celhk.com) or telephone Ms Mak at 2838 1182 to inquire the above.

*Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.*

## ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

**Company Name :**

**Address :**

**Contact Person :** (Mr / Ms)  **Job Title :**

**Direct Line :**  **Email Address :**

**Mobile :**  **Fax :**

**Authorized Person :** (Mr/Ms)

**Job Title :**  **Direct Line :**

**Signature :**  **Date :**

Cheque enclosed for HK\$

**Please note seminar fees are payable in advance**

Made payable to **Communications Engineering Ltd.**  
Please tick (✓) if you require a receipt

**BY PHONE:**  
Call Miss Mak at:  
**2838-1182**

**BY POST TO:**  
Communication Engineering Ltd.  
Room 903, Connaught Commercial Building,  
185 Wan Chai Road, Wan Chai, Hong Kong

**BY FAX:**  
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**2838-7122**

**BY EMAIL:**  
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