



# Conducting interviews and selection of applicants

## Seminar objective

Whoever hires a new employee today is making a long-term investment decision. Only those who have mastered interview techniques and know how to address the applicant in the right way are in a position to conduct interviews successfully and to select the right applicants for the long term.

## Seminar content

### Recruitment as a competitive factor for your company:

- Analysis of application documents: selection on the basis of the requirement profile.
- References and curriculum vitae: What do references say and how do you discover gaps in the resume?
- Preliminary telephone interview: When does an invitation to a job interview make sense?

### The job interview:

- What preparations should be made before the job interview?
- How do you set up a job interview?
- Questioning techniques: How do you address the applicant?
- What to ask applicants and what not to ask them?

### The right behavior of the interviewer:

- How to cope with difficult applicants?
- How to recognize the truth of a statement?
- Interview termination
- Decision making and contract conclusion
- Presentation of common assessment errors ("interviewer bias") and tips on how to avoid them

## Methodology

Interactive and experience-oriented exchange Moderated exercise sequences Trainer input Exercise examples Supervision

## Target audience

The seminar conducting interviews and selection of applicants is aimed at managers, junior managers and HR managers who want to conduct job interviews effectively and systematically.

### Course ref.

F2013

### Participants

not more than 9 participants

### Schedule

1. Day: 10:00 - 17:00  
2. Day: 09:00 - 16:00

### Location & dates

#### Münster

05.09.2024 - 06.09.2024  
25.11.2024 - 26.11.2024  
17.02.2025 - 18.02.2025  
02.06.2025 - 03.06.2025  
04.09.2025 - 05.09.2025  
24.11.2025 - 25.11.2025

### Fee

1.150,00 € (ex. VAT)  
1.368,50 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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Veranstaltung                      Seminarcode

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Firmendaten/Rechnungsempfänger

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Anzahl der Mitarbeiter in Ihrem Unternehmen

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