



Local Government Training Group

## **SELECTION INTERVIEWING**

This two-day course is mandatory for Local Government staff who will be members of selection panels.

**TRAINER:** Alison Patrick

### **Objectives**

By the end of the course, delegates will;

- Know how the interview compares with other selection methods
- Understand the legal requirements surrounding selection interviews
- Understand the selection process pre-interview, including Job Description, Personnel Specification and Short-listing
- Be able to set good selection criteria (practical exercise)
- Know the importance of panel preparation
- Understand the competency-based approach to selection
- Have set interview questions (practical)
- Have conducted a sample selection interview (practical)
- Understand good practice in note-taking and marking candidate
- Have identified common interviewer prejudices