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: 09:30 - 16:00

Location & dates

Münster

02.06.2025 – 03.06.2025
04.09.2025 – 05.09.2025
24.11.2025 – 25.11.2025
16.02.2026 – 17.02.2026
01.06.2026 – 02.06.2026
03.09.2026 – 04.09.2026
23.11.2026 – 24.11.2026

Fee

1.200,00 € (ex. VAT)
1.428,00 € (inc. VAT)

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

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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung | Seminarcode

Ort | Termin

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung | Seminarcode

Ort | Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift