

Employee Selection is the most critical activity in Human Resource Management; and the decision to hire a job applicant is the most important decision an employer will ever make. This is because no amount of motivation will improve performance if the wrong person is selected for the job. This explains the need for organizations to adopt reliable and valid interviewing systems for Employee Selection.

Unfortunately, Traditional Interviewing has tended to focus on the theoretical questions which elicit theoretical answers. Behavioural Interviewing provides a new approach to the practice of interviewing.

### Course Content

1. Limitations of the Traditional Interview
2. Criteria the Interview Instrument must meet

3. Behavioural Interviewing: Concepts and Advantages
4. Preparing for the Behavioural Interview
5. Conducting the Behavioural Interview
6. Practice Role Plays

### Course Objectives

**At the end of the programme, participants will be able to:**

- ▶ Utilize the Behavioural Interviewing Model when assessing current Selection Interview System in their organizations.
- ▶ Apply Behavioural Interviewing Concepts when designing Selection Interviews.
- ▶ Plan Behavioural questions when preparing for Selection Interviews.
- ▶ Design Behavioural Interview forms when preparing for the Selection Interview.

**Date:** August 15 - 16, 2023 Time: 9:00am - 4:00pm

**Venue:** The HR Centre, Tse-Addo, near the Kordjor Bridge, Kpeshie East-La, Accra.  
(Digital Address GL-094-6047)

### Course Fee:

Fellow / Chartered Member / Full Member / Associate Member / Corporate Member - GH¢ 1,000  
Affiliate Member - GH¢ 900  
Student Member - GH¢ 800  
Others - GH¢ 1,200

### Mode of Payment:

Cheque payable to the Chartered Institute of Human Resource Management, Ghana (CIHRM) or via momo payment to CIHRM'S registered number, **0546112127**, before August 14, 2023.

### Registration:

Call 0242438758 / 0269220210 or send e-mail to: membershipmanager@cihrmghana.org or info@cihrmghana.org

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