Professional Interviewing Skills: Master the Art of Hiring

15 – 19 November 2027
Vienna (Austria)



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Why This Course

Conducting effective interviews is a critical skill that directly influences hiring quality and organizational success. A well-structured interview process helps identify the right candidates, reduces hiring risks, and ensures fair and consistent decision-making.

This intensive 1-week program is designed to help professionals build confidence and precision in interviewing. It combines practical techniques with structured approaches, enabling participants to prepare thoroughly, ask the right questions, evaluate candidates objectively, and make informed hiring decisions.

What You'll Learn and Practice

By joining this program, you will:

- Develop a structured and professional approach to interviewing.
- Apply effective questioning techniques to gather meaningful insights.
- Evaluate candidates objectively while minimizing bias.
- Strengthen decision-making skills for selecting the best talent.
- Improve confidence and consistency throughout the interview process.

The Program Flow

Day 1: Foundations of Effective Interviewing

- Understanding the role and importance of interviews in hiring.
- Exploring legal and ethical considerations.
- Building a structured and consistent interview process.
- Creating a professional and comfortable interview environment.

Day 2: Preparation and Planning

- Analyzing job requirements and defining candidate profiles.
- Designing focused and relevant interview questions.
- Preparing interview guides and evaluation scorecards.
- Reviewing resumes and applications effectively.



Day 3: Questioning Techniques and Active Listening

- Using different types of interview questions effectively.
- Applying follow-up questions to gain deeper insights.
- Practicing active listening during interviews.
- Encouraging candidates to provide detailed and meaningful responses.

Day 4: Candidate Evaluation and Decision Making

- Applying structured evaluation and scoring methods.
- Identifying and reducing unconscious bias.
- Comparing candidates fairly and consistently.
- Supporting collaborative decision-making in panel interviews.

Day 5: Post-Interview Process and Continuous Improvement

- Conducting structured post-interview discussions.
- Providing constructive and professional feedback.
- Documenting interview outcomes accurately.
- Continuously improving interviewing techniques and processes.

Individual Impact

- Build confidence in conducting structured and professional interviews.
- Improve your ability to assess candidates effectively.
- Strengthen your questioning and listening skills.
- Enhance your decision-making capabilities.

Organizational Impact

- Improve quality of hire through better interview practices.
- Ensure fairness and consistency in candidate evaluation.
- Reduce hiring time through more efficient processes.
- Strengthen overall recruitment effectiveness.

Training Methodology

This program emphasizes practical learning through:

- Role-playing exercises and mock interviews.
- Real-world case studies and hiring scenarios.
- Interactive discussions and peer feedback.
- Tools and templates for immediate use.



Beyond the Course

By the end of this program, participants will be equipped with the skills and tools needed to conduct interviews with confidence and effectiveness.

They will return ready to:

- Prepare and structure interviews professionally.
- Ask insightful questions and assess responses accurately.
- Make informed and objective hiring decisions.
- Continuously improve their interviewing approach.

This course enables professionals to transform interviews into a structured and strategic process that leads to better hiring outcomes and stronger organizational performance.

