

HDTC Training Center

Provide

Technical proposal of the Training program

Competency-Based Interviewing Skills (A7)



Introduction

Competency-based interviewing is a structured recruitment approach that enables organizations to identify and select candidates based on the knowledge, skills, behaviours, and competencies required for successful job performance. By using behavioural interviewing techniques and standardized evaluation methods, interviewers can make objective, evidence-based hiring decisions while ensuring fairness, consistency, and compliance with organizational recruitment policies.

This program equips participants with the practical skills to design and conduct competency-based interviews, evaluate candidates objectively, minimize interview bias, and make effective selection decisions aligned with organizational competency frameworks.

Program Objectives:

- Understand the principles and benefits of competency-based interviewing.
- Develop competency-based interview questions using behavioral techniques.
- Conduct structured interviews professionally and objectively.
- Evaluate candidates using competency rating scales and evidence-based assessments.
- Improve hiring decisions while reducing bias and enhancing fairness.

Program Outlines:

★ Day One: Fundamentals of Competency-Based Interviewing

- Introduction to Competency-Based Interviewing.
- Competency Frameworks and Their Role in Recruitment.
- Types of Competencies (Core, Functional, Leadership, Technical).
- Job Analysis and Competency Profiling.
- Behavioural Interviewing Principles.
- The STAR Technique (Situation – Task – Action – Result).
- Developing Competency-Based Interview Questions.

★ Day Two: Conducting Effective Competency-Based Interviews

- Planning and Preparing for Interviews.
- Structuring the Interview Process.
- Effective Questioning and Active Listening Skills.
- Probing Techniques to Obtain Evidence.
- Evaluating Behavioural Responses Objectively.
- Interview Documentation and Evidence Collection.
- Avoiding Common Interview Biases and Errors.
- Mock Interviews and Role-Play Exercises.

★ Day Three: Candidate Assessment and Selection

- Competency Rating and Scoring Methods.
- Using Interview Evaluation Forms and Scorecards.
- Making Objective Selection Decisions.
- Interview Reporting and Documentation.
- Legal, Ethical, and Diversity Considerations in Recruitment.
- Best Practices in Competency-Based Recruitment.
- Practical Case Study and Final Assessment.
- Developing an Individual Action Plan.

Program Outputs:

- Design competency-based interview guides.
- Conduct structured behavioural interviews confidently.
- Assess candidates objectively using competency frameworks.
- Apply competency rating scales consistently.
- Reduce bias and improve recruitment quality.
- Make evidence-based hiring decisions.

Target Audience:

- ✓ Human Resources Managers.
- ✓ Recruitment and Talent Acquisition Specialists.
- ✓ Hiring Managers.
- ✓ HR Business Partners.
- ✓ Department Managers and Team Leaders.
- ✓ Interview Panel Members.
- ✓ Government and Private Sector Recruitment Professionals.

Program competencies:

- ❖ Competency-Based Interviewing.
- ❖ Behavioural Interviewing Techniques.
- ❖ Candidate Assessment.
- ❖ Interview Planning and Evaluation.
- ❖ Objective Decision-Making.
- ❖ Recruitment and Selection Best Practices.

Training methods:

- ✓ Technology-based learning.
- ✓ Simulation in Training.
- ✓ On-the-job guidance.
- ✓ Trainer-Led Training.
- ✓ Work Teams and Roles.
- ✓ Films and Videos.
- ✓ Case Studies and Workshops.