COURSE SYLLABUS

Behavioral Job Interviewing to Hire the Best Course

Learn to design and conduct structured, behavior-based interviews by developing competency-focused questions and rating scales for better hiring decisions.

Group classes (Washington, DC) and onsite training are available for this course.
For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/behavioral-job-interviewing-to-hire-the-best



CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

Module 1: Interview Purpose and Objectives

- Identify the major purposes of the employment interview.
- Explain the costs and consequences of making a poor hiring decision.
- Discuss the advantages and disadvantages of employment interviews in the selection process.
- Recognize the typical steps in the federal selection process and the preparation needed for an effective interview.

Module 2: Behavior-Based Interviews

- Identify the elements of a behavior-based interview and its advantages over traditional interview methods.
- Understand the process of developing behavior-based interview questions aimed at assessing competencies.
- Role-play behavior-based interviews to practice asking probing questions and analyzing candidate responses.
- Discuss the reliability and validity of behavior-based interviews compared to other selection tools.

Module 3: Creating a Scoring Mechanism

- Develop an effective interview scoring mechanism to objectively evaluate candidates' responses.
- Learn how to use job analysis to identify key competencies and KSAs for developing interview questions and rating scales.
- Understand how to ensure fairness and consistency across interviews with standardized scoring criteria.

Module 4: Planning, Conducting the Interview, and Assessing Candidates

- Plan and conduct a structured interview using behavior-based interview techniques.
- Learn how to assess candidates' responses against a rating scale based on job-related criteria.
- Practice using behavior-based interviewing techniques with a focus on interviewing and assessing candidates in real-world scenarios.

Optional Module 5: Training Interviewers

- Understand the importance of interviewer training to ensure consistency and fairness in the interview process.
- Learn best practices for training interviewers on the use of behavior-based interview techniques and scoring systems.