

Course No. 2059

Competency-Based Recruitment & Behavioral Interviewing Training Course

TALENT ACQUISITION & RECRUITMENT
HUMAN RESOURCES & TALENT MANAGEMENT

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Competency-Based Recruitment & Behavioral Interviewing Training Course provides a structured and practical approach to improving recruitment decisions through competency-based selection and behavioral interviewing techniques. The programme focuses on identifying the capabilities, behaviors, knowledge, and experience required for successful job performance and translating them into objective recruitment criteria that can be consistently applied throughout the hiring process.

The course explores how competency frameworks can support workforce planning, job analysis, candidate assessment, interview design, selection decisions, and talent management. Participants will learn how to identify job-specific competencies, distinguish technical and behavioral requirements, develop competency profiles, and establish assessment criteria that are directly connected to organizational and role requirements.

A major focus of the programme is behavioral interviewing, including the development of competency-based interview questions, structured questioning, probing techniques, evidence gathering, active listening, and objective evaluation of candidate responses. Participants will learn how to use evidence from candidates' previous experiences and behaviors to assess their demonstrated capabilities while reducing the influence of assumptions, personal preferences, and inconsistent interviewing practices.

Through practical interview simulations, recruitment case studies, competency mapping exercises, and candidate evaluation activities, participants will develop the ability to conduct structured interviews and make evidence-based selection recommendations. The course also addresses interview consistency, candidate experience, documentation, assessment reliability, legal and ethical considerations, and the alignment of recruitment decisions with organizational workforce requirements.

Objectives

- Analyze the role of competency-based recruitment in improving workforce quality and selection decisions.
- Identify and define technical, behavioral, leadership, and role-specific competencies required for successful job performance.

- Develop competency profiles aligned with job responsibilities, organizational objectives, and workforce requirements.
- Design structured recruitment criteria that support consistent and objective candidate assessment.
- Apply behavioral interviewing principles to identify evidence of demonstrated competencies.
- Develop competency-based interview questions using structured behavioral questioning techniques.
- Apply effective probing and follow-up techniques to obtain specific and relevant evidence from candidates.
- Evaluate candidate responses against predefined competency indicators and assessment criteria.
- Improve interview consistency by applying structured interview processes and standardized evaluation methods.
- Assess potential sources of interviewer bias and apply techniques to support objective candidate evaluation.
- Strengthen interview documentation, scoring, decision-making, and communication practices.
- Develop an integrated competency-based recruitment and behavioral interviewing framework for workplace implementation.

Who Should Attend

This course is designed for HR Managers, Recruitment Managers, Talent Acquisition Specialists, Recruitment Officers, HR Business Partners, Talent Management Professionals, Organizational Development Specialists, and HR professionals responsible for recruitment, selection, interviewing, and workforce planning.

It is also suitable for Hiring Managers, Department Heads, Line Managers, Team Leaders, Technical Managers, Functional Managers, Assessment Specialists, and executives who participate in candidate selection and workforce decisions. The programme is particularly relevant to organizations seeking to strengthen structured recruitment and competency-based selection across government entities, ministries, banks, financial institutions, oil and gas organizations, engineering companies, technology organizations, healthcare providers, manufacturing businesses, telecommunications companies, and large corporations.

Learning Outcomes

- Explain the principles and business value of competency-based recruitment and behavioral interviewing.
- Identify competencies required for specific roles using job responsibilities and performance requirements.
- Develop structured competency profiles for professional, managerial, and specialist positions.
- Translate role requirements into measurable candidate assessment criteria.
- Construct behavioral interview questions that target specific competencies.
- Use probing and follow-up questions to obtain clear behavioral evidence from candidates.
- Distinguish between specific behavioral evidence, general statements, assumptions, and unsupported claims.
- Evaluate candidate responses using consistent competency-based scoring criteria.
- Conduct structured behavioral interviews while maintaining professional communication and candidate engagement.
- Identify common interviewer biases and apply practical methods to reduce their influence on selection decisions.
- Prepare accurate interview documentation and evidence-based candidate evaluation reports.
- Develop practical recommendations for improving competency-based recruitment and behavioral interviewing within the organization.

Course Outline

DAY 01

Competency-Based Recruitment Strategy and Workforce Requirements

- Principles and strategic value of competency-based recruitment
- Relationship between recruitment, workforce planning, performance, and organizational objectives
- Job analysis and identification of critical role requirements
- Technical, behavioral, leadership, and functional competencies
- Competency frameworks and competency dictionaries

DAY 01 — CONTINUED

- Defining proficiency levels and behavioral indicators
- Developing competency profiles for different job families
- Linking competencies with job descriptions and selection criteria
- Recruitment planning based on organizational capability requirements

PRACTICAL APPLICATION

Developing a competency profile for a selected professional, managerial, or specialist position

DAY 02

Behavioral Interviewing Principles and Question Design

- Fundamentals of behavioral interviewing
- Behavioral evidence and the relationship between past behavior and job-related competencies
- Structured versus unstructured interviewing approaches
- Designing competency-based interview questions
- Behavioral question formats and evidence-focused questioning
- Developing questions for technical, interpersonal, leadership, problem-solving, and decision-making competencies
- Probing and follow-up questioning techniques
- Active listening and identifying relevant behavioral evidence
- Avoiding leading, hypothetical, vague, and discriminatory interview questions

PRACTICAL APPLICATION

Developing a structured behavioral interview guide for a selected position

DAY 03

Conducting Structured Competency-Based Interviews

- Preparing for competency-based interviews
- Establishing interview structure, roles, timing, and assessment criteria

DAY 03 — CONTINUED

- Building rapport while maintaining professional interview discipline
- Opening and closing structured interviews
- Asking behavioral questions and managing candidate responses
- Probing for context, actions, decisions, and results
- Evaluating candidate communication and behavioral evidence
- Managing difficult, incomplete, inconsistent, or unclear responses
- Maintaining consistency across candidates

PRACTICAL APPLICATION

Conducting behavioral interview simulations and evaluating candidate responses against defined competencies

DAY 04

Candidate Assessment, Scoring and Evidence-Based Selection

- Competency-based candidate evaluation principles
- Developing behavioral indicators and rating scales
- Evidence-based scoring and assessment documentation
- Comparing candidates against predefined competency requirements
- Identifying strengths, gaps, risks, and development needs
- Interviewer calibration and consistency
- Common interviewer biases and their impact on recruitment decisions
- Managing panel interviews and multiple assessors
- Candidate evaluation reports and recruitment recommendations

PRACTICAL APPLICATION

Scoring simulated candidates and preparing an evidence-based selection recommendation

DAY 05**Recruitment Governance, Interview Quality and Implementation**

- Standardizing competency-based recruitment processes
- Interview governance, roles, responsibilities, and quality controls
- Ethical and professional considerations in candidate assessment
- Candidate experience and professional interview practices
- Recruitment documentation, confidentiality, and information management
- Monitoring recruitment quality and selection effectiveness
- Using recruitment data to improve competency-based selection
- Continuous improvement of interview frameworks and assessment tools
- Integrating competency-based recruitment with talent management and workforce planning

FINAL WORKSHOP

Developing a complete Competency-Based Recruitment & Behavioral Interviewing Framework covering competency profiles, selection criteria, behavioral interview questions, probing techniques, scoring methodology, interviewer roles, assessment documentation, decision-making, governance, and continuous improvement

Register or Request More Information

Course page: <https://quest-training.com/courses/competency-based-recruitment-behavioral-interviewing-training-course>

Website: <https://quest-training.com>

Email: info@quest-training.com

Phone: +905016771440