

Plan and Conduct Interviews to Facilitate Hiring Decisions (SFw HR) (Synchronous e-learning)

Participants will be awarded the **Statement of Attainment** for HRS-HRM-3010-1.1 Selection Management upon successful completion of the course.

Course Objective

This course addresses the skills and knowledge required to prepare for and conduct interviews. It covers planning and conducting the interview as well as making a hiring decision.

Target Audience

HR executive, HR or line manager who is responsible for conducting of interviews and making hiring decisions.

Course Outline

➤ Plan for an interview

- Prepare selection criteria and materials to be used at an interview
- Evaluate applications to shortlist candidates
- Prepare selections methods and materials to ensure a fair and consistent approach is adopted for all candidates

➤ Conduct an interview

- Communicate relevant information of the job to the job applicant and clarify any queries they may have about the position, organization or interview process
- Apply the appropriate interviewing techniques to gather information to support the review of the applicants suitability
- Control the interview process so that the interview agenda may be completed on time

➤ Make a Hiring Decision

- Evaluate data gathered at interview to select the preferred candidate
- Conduct reference/document checks on candidates to verify/authenticate information communicated by candidates
- Confirm with hiring manager on selection of candidates
- Prepare package to provide offer to preferred candidates
- Inform candidates of selection panel's decision to close off the recruitment and selection process

Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions & presentation, facilitation and sharing, critique & review.

Please refer to SNEF website for available dates
 Duration : 2 days, 9am to 7pm (18 hours)
 Course Venue : Virtual via Zoom

Register online at SNEF website www.snef.org.sg
 Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

- ❖ **50% Course Fee Subsidy, capped at \$15/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$50/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll**
90% of hourly basic salary, capped at \$10/hr. Eligibility period: 1 May – 31 Dec 2020

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	- SC aged ≥ 40		\$449.40	\$378.00	= \$71.40
		⊗ - SC aged ≤ 39 - All SPR	\$449.40	\$210.00	= \$239.40

All prices stated are inclusive of 7% GST

SC : Singapore Citizen

SPR : Singapore Permanent Resident

⊗ : Not Applicable

SMEs : Defined as companies with:

(i) at least 30% local shareholding; AND

(ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before.
Note: This course is equivalent to [Plan and Conduct Interviews to Facilitate Hiring Decisions \(HR-RS-302E-0\)](#).
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore.

Enquiries:

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