

# Plan and Conduct Interviews to Facilitate Hiring Decisions (SFw HR)

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 : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website [www.snef.org.sg](http://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	<b>\$71.40</b>
	- SC aged ≤ 39	- All SPR	\$449.40	\$210.00	<b>\$239.40</b>

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:

Malar DID: 6827 6934 / Training hotline: 6827 6927

Email : [malar@snef.org.sg](mailto:malar@snef.org.sg) / [trg@snef.org.sg](mailto:trg@snef.org.sg)