

A photograph of two men in business attire sitting and talking in an office setting. The man on the left is speaking and gesturing with his hand, while the man on the right is listening attentively. The background shows a modern office environment with large windows and indoor plants.

# aractech

Global Learning for Operational Leaders

HUMAN RESOURCES AND TRAINING | HRT-007

## Competency-Based Interviewing

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# Course content

## Why Attend

Despite the various advancements in human psychology and assessment of talent and competence, such as psychometrics and multi-rater evaluation, interviews remain the most preferred method for 'getting to know' a candidate.

Most interviews fail to achieve their intended level of reliability due to poor pre-interview preparation, improper questioning, or the infamous reliance on first impressions and gut feelings.

## Course Methodology

- The workshop is experiential; a small percentage of the time is used to debunk some of the common myths related to interviewing, and the rest is dedicated to activities and exercises aimed at 'test-driving' the skill of competency-based interviewing.

## Course Objectives

- List the main types of selection interviews and when and how to use each
- Design a competency-based interview guide and use it to conduct a probing interview
- Use data collected from interviews to complete a gap analysis and decide on the most suitable candidate

## Target Audience

- This workshop is targeted at anyone involved in assessing candidates before hiring. It is particularly beneficial to line managers interviewing candidates for vacancies in their respective functions. The workshop is ideal for professionals in human resources, especially those working in recruitment, selection, and workforce planning.

- Target Competencies
- Recruitment and shortlisting
- Interviewing

# Course outline

## Detailed course outline

Module-by-module outline for Competency-Based Interviewing.

### Module 1 - The Interview as a Method of Selection

- Reliability and validity of interviews
- Problems with typical interviews: Before, during, and after
- Screening and biographical interviews
- Panel interviews: Dos and Don'ts

### Module 2 - Competency-Based Interviews (CBI)

- Preparing a competency-based interview guide
- Standardizing questions
- Organizing venue and material

### Module 3 - Conducting a CBI

- The structure of a CBI
- The questioning options
- The STAR funneling technique
- Disallowed questions
- Closing the interview

### Module 4 - Post Interview Steps

- Classifying and evaluating captured data
- Linking data with a competency guide
- The selection decision

# Seminar dates

## Available seminar dates

Live dates and pricing for Competency-Based Interviewing generated from the course details page.

Date	Location	Format	Fee
18 - 22 May 2026	Istanbul	Classroom	€1,995
22 - 26 June 2026	Vienna	Classroom	€2,975
13 - 17 July 2026	Barcelona	Classroom	€2,695
17 - 21 August 2026	Paris	Classroom	€3,150
21 - 25 September 2026	Frankfurt	Classroom	€2,275
19 - 23 October 2026	Barcelona	Classroom	€2,695
2 - 6 November 2026	London	Classroom	€2,940

**Live online option**

Online delivery is available at €1,250.