

Interview Panelist Training

DESCRIPTION:

An interview panel is not one entity, but several individuals coming together with the common goal of hiring the best candidate for the job. At the same time, each person has his own agenda or department's interest at heart. Hence it is vital that the individuals present in this panel have the best knowledge in what is required of them and how to deal with the unforeseen challenges that might arise during the task being handed to them.



OBJECTIVES:

Upon completion of this workshop, the participants will be able to:

- Comply to standards set by CSC,
- Comply to ethical best practices of selection,
- Select the right people with the correct measure of Knowledge, Skills and Attitude,
- Create a discussion platform to improve current selection approach,
- Create a common direction and understanding in top level employee selection,
- Increase interview panelists' knowledge and understanding of matching civil service expectations and hired employees

OUTLINE:

- What do you know and need to know about the Civil Service before an interview?
- Contribution of the panelist to the Selection effort
- Toolkit / scoring matrix
- Selection techniques
- Who is the right employee?
- Benchmarks for performance
- Selection Test areas for discussion
- The purpose and nature of an effective interview panel

TRAINING CODE:

IPTHR 15

DURATION:

15 hours / 3 hours for 5 days

MODE OF DELIVERY

- presentations
- group discussions
- role-playing
- self-assessing exercises

DESIGNED FOR:

This course is suitable for those who are in the interview panels of CS Offices.

(Levels 3, 4 & 5)

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