



HUMAN RESOURCES TRAINING

Recruitment Skills and Interviewing Techniques

3 day course

Classroom, online or in-house

Course overview

Interviewing feels like a skill everyone already has, which is why unstructured interviews remain widespread despite predicting performance poorly. This course replaces impression with method. Delegates work through role definition and the selection criteria that follow, sourcing and screening, and structured behavioural interviewing including question design, probing and note taking. Scoring and panel calibration are covered, since a panel that does not agree what good looks like will average its way to a mediocre hire. Bias receives direct treatment, alongside reference and background checking, and the course closes on the candidate experience and the offer conversation.

What you will learn

- Define a role and derive selection criteria that can be assessed
- Source and screen candidates against those criteria
- Design and run a structured behavioural interview
- Probe an answer rather than accepting a rehearsed one
- Score consistently and calibrate a panel
- Recognise and reduce the biases that distort selection
- Conduct reference checking and manage the offer conversation

Who should attend

- Recruitment and talent acquisition professionals
- Human resources practitioners
- Line managers who interview
- Panel members in public sector recruitment
- Anyone making hiring decisions

Course outline

- 01 Why unstructured interviews predict so little
- 02 Role definition and selection criteria
- 03 Sourcing and screening
- 04 Structured behavioural interview design
- 05 Questioning, probing and note taking
- 06 Scoring and panel calibration
- 07 Bias in selection
- 08 References, background checks and the offer

Upcoming dates

Dates	Venue	Format	Fee per delegate
23 to 25 September 2026	Durban, South Africa	Classroom	R14,950
11 to 13 November 2026	Johannesburg, South Africa	Classroom	R14,950
21 to 23 December 2026	Pretoria, South Africa	Classroom	R14,950
15 to 17 February 2027	Online	Online	R6,500



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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