



## UPCOMING IIRRT EVENT

3<sup>rd</sup> May 2017 IIRRT Office, Dublin



### Interview skills for Managers

**Venue:** IIRRT Office, 28 Millbrook Court , Kilmainham, Dublin 8

**Time:** 9.30-4.30pm

**Limited Numbers Facilitated:** 6 people

**Requirements:** Clinical Specialist, RSM/RTSM level

**To Book:** please follow this link [www.iirrt.ie](http://www.iirrt.ie) select **BOOK EVENTS in ORANGE**

**Booking Fees:** 50 Euros fully refundable post attendance

**Bookings open 21/03/2017**

The programme content includes the following:

- Identifying the job vacancy
- Development of job description and person specification
- Deciding on interview panel structure and size
- Deciding on competency based interviewing
- Shortlisting

- Developing questions
- Interview etiquette
- Structuring the interview
- Conducting the interview
- Scoring and marking candidates
- Record keeping
- Feedback
- Essential communications
- Post interview responsibilities, e.g. screening, vetting etc.

This is a practical, skills based programme delivered by skilled and experienced managers/trainers.