

Selection Interview Skills

12 new
titles

An outstanding series of 12 video programs for learning interviewing skills to ensure you select the best applicants.

Selection Interview Skills covers a wide range of strategies and case studies, and provides useful examples for evaluation, discussion and exploration of key skills.

Ideal for managers, team leaders, consultants, trainers, business owners, HR personnel and business management students.

Each program has a video workbook featuring:

- Key learning points
- Discussion points
- Activities
- Full scripts

Created by psychologist
Eve Ash

PDF WORKBOOK
ON DISC



1. Body Language & Rapport in Interviewing

10 minutes

SIS1

ISBN 978-1-921409-17-2

DVD

The body language and tone of interviewers have a big impact on job applicants. Find out the five best ways to build rapport and ensure you put your applicants at ease. Learn about providing encouragement, explaining positively and how to invite and respond well to questions.

2. Question Types in Interviews

12 minutes

SIS2

ISBN 978-1-921409-18-9

DVD

Questions can be powerful when used appropriately. Find out about the use of open and closed questions and learn how to use situational, behavioural interviewing and probing questions. Find out which questions are problematic and should be avoided.

3. Office Manager Interview

18 minutes

SIS3

ISBN 978-1-921409-19-6

DVD

Simon interviews Ben for the role of Office Manager, and uses a range of traditional, situational and behavioural questions to assess his suitability. Simon probes for specific details and responds to questions from Ben. Simon reviews Ben's performance.

4. Anna or Mat?

22 minutes

SIS4

ISBN 978-1-921409-20-2

DVD

Watch Bill and Mark interview Anna and Mat using a wide range of question styles. Then see the panel review of each applicant and a final comparison review. Who is better suited to the job? What else will be required to assess their suitability?



Selection Interview Skills

5. Interviewing for Receptionist

10 minutes

(two versions, with and without Learning Points)

SIS5

ISBN 978-1-921409-21-9

DVD

Sadhana interviews Erin for the role of receptionist in the corporate headquarters of a large business. She asks a range of questions to assess Erin's suitability and provides an excellent review of Erin's performance. Two versions enable flexible use (one with 20 key learning points, and one without).

6. Sales Rep Interview

14 minutes

(two versions, with and without Learning Points)

SIS6

ISBN 978-1-921409-22-6

DVD

Sadhana is keen to ensure Simon is the right applicant for the senior sales agent – but how can she be sure? She uses a range of challenging questions to assess his suitability and later reviews his performance. Two versions enable flexible use (one with 15 key learning points, and one without).

7. Property Manager Interview

13 minutes

(two versions, with and without Learning Points)

SIS7

ISBN 978-1-921409-23-3

DVD

Sadhana needs a top Property Manager to join the team. She is very particular about the kind of person she wants and uses a range of challenging questions with Sofia to ensure she elicits sufficient information to assess her suitability. Sadhana reviews Sofia's performance. Two versions enable flexible use (one with 17 key learning points, and one without).

8. Assessment Centre Interviews

13 minutes (Long version 34 minutes)

SIS8

ISBN 978-1-921409-24-0

DVD

Assessment centres are a powerful way to assess competencies such as problem solving, communication and leadership. Mark leads his panel to assess five applicants. They use two challenge situations to assess key competencies and discuss the performance of each applicant to narrow the field. Key points are provided about the effective use of assessment centres. An alternative long version enables flexible use of this case study.

9. Behavioural Interview Triggers

24 minutes

SIS9

ISBN 978-1-921409-25-7

DVD

A wide variety of behavioural and situational interview scenarios are provided to enable viewers to critique each one and discuss the strengths and weaknesses of the interviewers' approach. There are 18 trigger scenarios grouped for ease of use, accompanied by an excellent set of key learning points and observer questions in the workbook.

10. Role Plays & Work Tests

13 minutes

SIS10

ISBN 978-1-921409-26-4

DVD

Role plays and work tests can be very effective in choosing the right applicant. Find out about work tests and how to use role plays successfully. Natalie manages a call centre and is recruiting new staff. She uses role play scenarios to compare the four applicants and provides a useful review of how each applicant performed.

11. Interviewing Panels

11 minutes (Case Study 20 minutes)

SIS11

ISBN 978-1-921409-27-1

DVD

Learn more about interview panels and how to prepare for an interview so each panelist is ready to perform well. Find out the essential DOs and DON'Ts for an effective panel interview and the benefits of having varied opinions to make a quality decision. Tips for effective assessment discussions are provided along with a case study of one panel.

12. Reference Check

8 minutes

SIS12

ISBN 978-1-921409-28-8

DVD

Handled well, reference checks can save employers from costly hiring mistakes and shed light on how best to manage potential employees. Avoid common mistakes when contacting referees by learning the key requirements for a good quality reference check. This program provides an excellent checklist for reference checks.

Prices

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1-3 AU\$385 each

4-9 AU\$330 each

SET OF 12 \$2970 (special introductory price)



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