



SCHOOL OF EXECUTIVE EDUCATION
AND LIFELONG LEARNING

Behavioral Interviewing for HR Professionals and Hiring Managers

Ask Great Questions, Hire Better People

Program runs in April 2024



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OVERVIEW

Hiring the right person is essential for an organization to thrive in a competitive and complex business environment. Your business is only as good as your employees. Every employee represents a facet of your organization to clients and the business community, from the front line to operations and up to the executive offices. Hence, hiring the wrong person can cost you more than just money.

But the quest for the best talent has always been challenging for most organizations. You do not just fill job vacancies; you need to obtain the finest ones that would fit the organization. The business reality is that managing and engaging people in your company take time. But dealing with the poor performance of a wrong hire can take up to 70 percent more time than a good hire among your workforces.

When you hire the right people, you can focus on running your business, rather than worrying about whether employees are getting the job done, and done right, the first time.

A wrong hire can also have a lasting impact on profitability, productivity, and organizational morale. Aside from compensation and benefit costs and training hours invested, it can also affect other factors such as team engagement, organization culture, and work disruption.

This program will develop the skills of hiring managers and recruiters to become better interviewers through a structured and systematic interview process. They will learn to develop a clear selection criterion, conduct a standard system focusing on the individual's competencies, and have an assessment based on proven behavioral science studies.

Learning how to ask the right interview questions and evaluating the applicant's skills through specific key behavior indicators eliminates bias and helps maximize the chances of getting the right talent selection.

This proven behavioral interviewing method shall impact overall recruitment cost and talent efficiency and improve the culture in the organization.

PROGRAM OBJECTIVES

This course provides HR recruiters and hiring managers with the skills and tools:

1. Address the common mistakes most hiring managers commit, such as conducting an unstructured interview or the contrast error pitfall.
2. Build well-trained interviewers who know how to build rapport and create a comfortable atmosphere.
3. Define behavioral competencies that drive performance and use questions about core, leadership, functional and technical competencies
4. Conduct behavioral interviews during the staffing process and use them in other activities that require an accurate assessment of how people perform in actual situations and circumstances.



FOR INQUIRIES:
School of Executive Education and Lifelong Learning, Asian Institute of Management
Eugenio Lopez Foundation Building, Joseph R. McMicking Campus
123 Paseo de Roxas, Makati City Philippines 1229
SEELL@aim.edu | +632 8892 4011 | www.aim.edu

PROGRAM SCHEDULE

April 16, 18, 23, 25, 30, 2024
1:30 PM to 5:00 PM (GMT+08) on all dates

PROGRAM FORMAT

Delivered online via live virtual interactive sessions in Zoom

PROGRAM FEE

PHP 25,990.00 or USD 473.00*

*The prevailing exchange rate at the date of payment may apply.



Fabi Cariño
Program Director
Asian Institute of Management

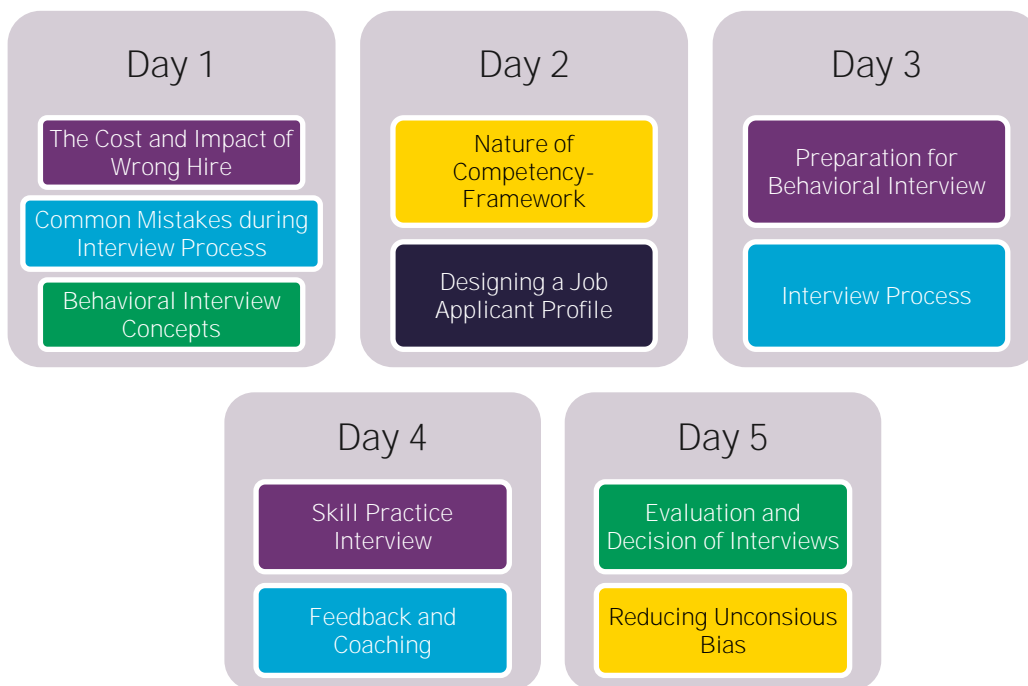
To find out how you can participate, contact us at SEELL@aim.edu or visit <https://go.aim.edu/seellinquiries>

Download our latest program calendar at <https://go.aim.edu/seellprogramcalendar>

WHAT YOU WILL LEARN

- The Cost and Impact of Wrong Hire
- Common Mistakes in Interviewing
- Behavioral Interview Concepts
- Nature of Competency- Framework
- Designing a Job Applicant Profile
- Preparation for Behavioral Interview
- Interview Process
- Skill Practice Interviews
- Evaluation and Decision of interviews
- Reducing the Unconscious bias

PROGRAM LEARNING CONTENT



KEY BENEFITS

1. Improve hiring accuracy by training managers to recognize bias during the interview process
2. Lower the rate of attrition of wrong hires through a consistent framework and process
3. Implement standard interview practices among HR professionals and hiring managers in the organization
4. Deliver a positive interviewee experience to foster good employer branding
5. Emphasis on competencies and past behaviors by asking structured behavioral interview questions

WHO SHOULD ATTEND

Hiring Managers who want to be more effective in their interviewing skills

HR Professionals who want to build their skills and capabilities in the interview process



SCHOOL OF EXECUTIVE EDUCATION
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Your Program Faculty



Fatima Faviola **"Fabi"** Cariño
Adjunct Faculty
Asian Institute of Management

Fabi Carino is a multi-awarded Human Resources and Talent and Development Professional. A top-notch HR thought leader, speaker, influencer, and recognized international soft-skills trainer, mental health, and certified NLP coach in Asia.

She has more than two and half decade's experience as a talent development executive for global companies such as Boehringer Ingelheim, Zuellig, and Thomson Reuters and as Country HR Head for Dentsu International. Fabi graduated with a BS degree in Psychology from Saint Louis University and attended a Master's degree program in Industrial Organization from De La Salle University.



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Earning a SEELL Postgraduate Certificate and Diploma

SEELL offers Postgraduate Stackable Certificate Courses in various areas of concentration and discipline, which build an individual's qualifications and distinguish their professional value. It enables professionals to develop their proficiency in diverse areas of concentration in a personalized and more manageable manner.

By successfully completing SEELL's programs, credentials can be earned over time, stacked towards earning a Postgraduate Certificate in an area of their choice, and ultimately, a Postgraduate Diploma in Management. This leads to more career opportunities, advancement, and potentially high-paying jobs.

EARNING CREDENTIALS

Successfully completing the program earns participants one (1) unit which can be credited to the following:

- Postgraduate Certificate in Human Resource Management.
*Postgraduate Certificates require five (5) units earned within two (2) years.

Participants will also earn one (1) unit which can be credited to the Post-Graduate Diploma in Management.

*The Postgraduate Diploma in Management requires a total of twenty (20) units earned within three (3) years.

ELIGIBLE PROGRAMS

For guidance on other eligible programs for Postgraduate Certificates and designing your learning journey with SEELL, please email us at SEELL@aim.edu or visit our website at <https://executiveeducation.aim.edu>



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