



Consulting and Training | Reach New Heights

Course Name

The Professional Certificate in Interviewing Skills

Sector Name

HR Strategy and Training

Document Type

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The Professional Certificate in Interviewing Skills

Course Introduction

Effective interviewing is a critical professional skill that directly impacts on hiring quality, workforce performance, and organizational success. Beyond asking questions, strong interviewing requires structured preparation, behavioral assessment, objective evaluation, and clear decision-making—especially in competitive talent markets.

Developed by **BOOST**, The Professional Certificate in Interviewing Skills course is designed to build confident, consistent, and bias-aware interviewing capability for professionals involved in candidate assessment. The program focuses on practical interviewing frameworks, competency-based techniques, structured evaluation, and professional interviewer conduct.

This course equips participants with the skills needed to plan and conduct high-quality interviews, assess candidates objectively, and make sound hiring recommendations—while maintaining professionalism, fairness, and alignment with organizational needs.

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Target Audience

HR professionals, hiring managers, recruiters, and team leaders involved in candidate interviewing and selection.

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Learning Objectives

- ✓ Prepare structured interviews aligned with job requirements
- ✓ Apply behavioral and competency-based interviewing techniques
- ✓ Evaluate candidates objectively and consistently
- ✓ Improve communication, probing, and listening skills during interviews
- ✓ Strengthening hiring decisions through structured assessment methods

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Course Outline

✓ DAY 01

Interviewing Fundamentals and Professional Interviewer Mindset

Module 1: Fundamentals of Effective Interviewing

- ✓ Purpose and importance of structured interviews
- ✓ Roles and responsibilities of the professional interviewer
- ✓ Common interviewing challenges and mistakes

Module 2: Professional Interviewer Mindset and Ethics

- ✓ Objectivity, confidentiality, and professionalism in interviews
- ✓ Building credibility and trust with candidates
- ✓ Ethical standards and compliance in interviewing

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Course Outline

✓ Day 02

Job Analysis, Competency Frameworks, and Interview Planning

Module 1: Job Analysis and Role Understanding

- ✓ Translating job requirements into interview criteria
- ✓ Identifying key skills, knowledge, and behaviors
- ✓ Aligning interviews with organizational needs

Module 2: Competency Frameworks and Interview Planning

- ✓ Using competency-based frameworks in interviews
- ✓ Structuring interview guides and scoring models
- ✓ Preparing interview questions and evaluation tools

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Course Outline

✓ Day 03

Behavioral Interviewing Techniques and Questioning Skills

Module 1: Behavioral Interviewing Principles

- ✓ Understanding past behavior as predictor of performance
- ✓ Applying structured behavioral interview techniques
- ✓ Linking questions to competencies

Module 2: Advanced Questioning and Probing Skills

- ✓ Asking open-ended and follow-up questions effectively
- ✓ Probing for depth, clarity, and evidence
- ✓ Managing interview flow and time

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Course Outline

✓ Day 04

Candidate Evaluation, Bias Awareness, and Decision-Making

Module 1: Candidate Evaluation and Assessment Methods

- ✓ Comparing candidates against defined criteria
- ✓ Using rating scales and evidence-based assessment
- ✓ Documenting interview results effectively

Module 2: Bias Awareness and Objective Decision-Making

- ✓ Identifying and minimizing interviewer bias
- ✓ Ensuring fairness and consistency in decisions
- ✓ Making informed and defensible hiring decisions

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Course Outline

✓ Day 05

Interview Excellence, Feedback, and Continuous Improvement

Module 1: Interview Excellence and Candidate Experience

- ✓ Creating a positive and professional interview experience
- ✓ Communicating clearly with candidates
- ✓ Managing difficult interview situations

Module 2: Feedback, Review, and Continuous Improvement

- ✓ Providing constructive interview feedback
- ✓ Reviewing interview effectiveness and outcomes
- ✓ Improving interviewing skills through reflection and practice

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Aug. 2, 2027	Aug. 6, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Oct. 26, 2026	Oct. 30, 2026	5 days	4250.00 \$	UAE , Dubai

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