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COURSE BROCHURE

# Advanced Structured Interviewing Techniques for Hiring Managers Training

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Registered in the United Kingdom and Saudi Arabia

# Advanced Structured Interviewing Techniques for Hiring Managers Training

Structured Interviewing Techniques for Hiring Managers is a 2-week training course for managers and employers who run selection interviews, in which participants build an Interview Guide and Scoring Scheme for one live vacancy. Hiring decisions shape capability for years, and unstructured conversations let first impressions, similarity and confident talk outweigh job evidence. The course is delivered by Jupiter Prime Training around structured interviewing techniques.

## Why Structured Interviewing Techniques Matter Now

Three forces shape selection interviews today. Skills-based hiring asks managers to judge evidence of capability rather than titles and degrees. Candidates compare employers on how fairly and transparently they are assessed, and rejected applicants talk publicly about poor interviews. Employment rules on equal treatment expect decisions that can be explained and documented. An organisation that interviews well hires people who perform and stay; one that interviews loosely carries costly mis-hires and challenge risk. The course rests on job analysis, the STAR Situation, Task, Action, Result evidence model and behaviourally anchored rating scales BARS.

## Who Gains Most from Structured Interviewing Techniques

- Line managers who own vacancies and make the final selection call
- Employers and business owners who interview without a dedicated recruitment function
- Department heads who chair interview panels for specialist or senior roles
- Recruitment and talent acquisition leads who set interview standards across hiring teams
- Technical experts who assess job knowledge alongside a hiring manager

Hiring panels that interview together for the same role family gain most, because they leave sharing one question bank, one rating language and one calibration routine.

## Structured Interviewing Techniques Capabilities

Participants move from asking good questions to producing defensible selection evidence that a panel can compare and a candidate can trust.

- Design competency questions from a job analysis — the vacancy holder deciding what evidence matters
- Apply probing sequences that test depth and ownership of claimed results — the panel judging credibility
- Build behaviourally anchored rating scales for each competency — interviewers scoring consistently
- Calibrate panel ratings and resolve score disagreements with evidence — the final hiring decision
- Test interview content for bias and adverse impact — fair treatment of every applicant
- Communicate selection outcomes and feedback with documented reasons — rejected and successful candidates

## Key Structured Interviewing Techniques Terms

- Structured interview — an interview where every candidate gets the same job-related questions, rated against the same predefined scale.
- Behavioural question — a question asking for a past example of how the candidate handled a real situation.
- Situational question — a question presenting a likely job scenario and asking how the candidate would respond.
- STAR method — a way to collect complete answers by probing situation, task, action and result.
- Behaviourally anchored rating scale — a rating scale whose points are described by examples of weak, sound and strong answers.
- Panel calibration — a session where interviewers compare scores and evidence to agree a shared rating before deciding.

## Structured Interviewing Techniques Day by Day

## Day 1: The Case for Structure

- Predictive Validity Research — Choosing Structured Over Conversational Interviews
- Cost of a Mis-Hire Model — Justifying Interviewer Time to Sponsors
- Candidate Experience Mapping — Protecting Employer Reputation During Selection
- Skills-Based Hiring Trends — Moving From Credentials to Evidence
- Interview Process Audit — Spotting Gaps in Current Hiring Practice

## Day 2: Job Analysis Foundations

- Critical Incident Technique — Identifying Behaviours That Separate Strong Performers
- Job Holder and Manager Interviews — Defining Real Role Demands
- Competency Framework Selection — Deciding Which Capabilities Get Assessed
- Essential Versus Desirable Criteria — Setting Clear Selection Thresholds
- Person Specification Drafting — Linking Advert, Shortlist and Interview

## Day 3: Writing Competency Questions

- Behavioural Question Construction — Eliciting Verifiable Past Evidence
- Situational Question Design — Assessing Judgement for New Responsibilities
- Technical Knowledge Questions — Testing Specialist Depth Without Trivia
- Values and Motivation Questions — Gauging Fit Without Personal Intrusion
- Question Bank Structure — Reusing Approved Items Across Vacancies

## Day 4: Probing and Listening

- STAR Probing Sequence — Completing Partial or Vague Answers
- Ownership Probes — Separating Personal Contribution From Group Results
- Contrary Evidence Questions — Testing Claims Against Setbacks and Failures
- Active Listening and Note Capture — Recording Evidence Not Impressions
- Silence and Pacing Control — Giving Candidates Room to Think

## Day 5: Scoring Rubrics

- Behaviourally Anchored Rating Scales — Defining Weak, Sound and Strong Answers
- Competency Weighting Matrix — Reflecting Role Priorities in Final Scores
- Independent Rating Discipline — Scoring Before Panel Discussion
- Evidence-to-Score Mapping — Justifying Each Rating in Writing
- Knock-Out Criteria Rules — Handling Must-Have Requirements Fairly

## Day 6: Bias Control

- Cognitive Bias Catalogue — Recognising Halo, Similarity and Contrast Effects
- Diverse Panel Composition — Balancing Perspectives Around the Table
- Reasonable Adjustment Requests — Accommodating Candidates With Disabilities
- Adverse Impact Monitoring — Checking Pass Rates Across Applicant Groups
- Prohibited and Risky Questions — Keeping Interviews Within Equal Treatment Rules

## Day 7: Panel Interviews and Calibration

- Panel Role Allocation — Assigning Chair, Questioner and Scribe Duties
- Pre-Interview Briefing Routine — Aligning Interviewers on Criteria
- Calibration Meeting Protocol — Resolving Rating Gaps With Evidence
- Rater Drift Checks — Comparing Interviewer Patterns Over Many Candidates
- Decision Record Template — Documenting the Final Selection Rationale

## Day 8: Formats and Channels

- Video Interview Practice — Managing Technology and Remote Rapport
- Assessment Centre Integration — Combining Interviews With Work Samples
- Senior Appointment Interviews — Probing Strategic and Leadership Evidence
- Graduate and Early Career Interviews — Assessing Potential Without Work History
- Internal Candidate Interviews — Handling Known Colleagues Even-Handedly

## Day 9: Decisions, Offers and Feedback

- Reference and Evidence Triangulation — Confirming Interview Findings Before Offer
- Candidate Ranking Methods — Comparing Finalists on Weighted Scores
- Offer Conversation Planning — Securing Acceptance From Preferred Candidates
- Constructive Rejection Feedback — Explaining Outcomes Using Recorded Evidence
- Interview Records Retention — Answering Challenges and Data Requests

## Day 10: Practising the Interview Guide and Scoring Scheme

- Role-Play Interviews With Observers — Applying Probing Sequences Under Pressure
- Live Scoring Exercise — Applying Anchored Scales to Recorded Answers
- Mock Calibration Session — Testing Panel Agreement on Real Evidence
- Peer Critique of Question Sets — Removing Leading and Biased Wording
- Interview Guide and Scoring Scheme Completion — Finalising a Vacancy-Ready Tool

## Applying Structured Interviewing Techniques After the Course

- Run the next vacancy with the new question set and anchored scales, then hold a calibration meeting before any offer is made.
- Review the last ten hiring decisions in the department against interview notes, flagging ratings that lacked recorded evidence.

## Structured Interviewing Techniques Questions FAQ

### What are structured interviewing techniques and why do they matter now?

Structured interviewing techniques give every candidate the same job-related questions and rate answers on shared scales. They matter now because skills-based hiring, candidate expectations and equal treatment rules all demand selection decisions that rest on comparable, documented evidence rather than impressions.

### Which roles gain most from structured interviewing techniques for hiring managers?

Line managers, employers and panel chairs gain most. Anyone who owns a vacancy or sits on interview panels uses the questioning, probing and scoring methods directly, and recruitment leads use them to set a common standard across hiring teams in sectors such as healthcare and engineering.

### How does a structured interviewing techniques course differ from a recruitment strategy course?

It focuses on the interview itself rather than sourcing or employer branding. A recruitment strategy course covers workforce plans, channels and talent pipelines, while this one trains the questions, probes, rating scales and calibration that turn a conversation into reliable selection evidence.

## What do you bring back from structured interviewing techniques training?

You bring back a ready-to-use question set, anchored rating scales and a calibration routine for a real vacancy. You also leave with practised probing skills and a decision record format that explains each hiring choice to candidates and colleagues.

## Structured Interviewing Techniques: The Way Forward

The Interview Guide and Scoring Scheme first informs the shortlist-to-offer decision for one open vacancy. Hiring managers, panel members and recruitment partners use it to ask the same questions and score against the same anchors. After its first use, the panel should revisit the rating anchors against the new hire's early performance, tightening any scale that failed to separate candidates.