



# Certified Interviewing and Hiring Professional

**Vskills Certifications**

Vskills Brochure



# Certified Interviewing and Hiring Professional

Personal interviews are used by organizations for hiring employees and staff. Interviewing is the most crucial step in the process of employee hiring. Interviewing assists employers in hiring a right person for a right job as hiring the wrong employee can quickly spiral down to a significant financial-hit reduced productivity and cultural degradation

Vskills certification for Interviewing and Hiring assess candidates in various skill areas. In this certification, you will learn the best techniques to hire the best resources for your organization.

## Why should one take this certification?

Vskills Certification in Interviewing and Hiring will provide foundational knowledge in the hiring and interviewing process. It focuses on developing an understanding of why effective hiring is key to any organization's success.

Content areas covered in the path include how to screen and review applicants' resumes effectively by using the job description as a guide, and how to prepare well for an interview. The path also describes how to carry out the actual interview, including a behavioural-based interview. Finally, it covers how to evaluate candidates in a structured and objective way.

## Who will benefit from taking this certification?

Anyone who wants to develop or refine their hiring and interviewing skills, especially professionals working in hiring roles of an organization.

## Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

## Fee Structure

Rs. 3,499/- (Excludes taxes)\*

\*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

## Table of Contents

### **1. Strategic Staffing**

- 1.1 What is Strategic Staffing?
- 1.2 Comparison between Strategic and Traditional Staffing
- 1.3 Components of Strategic Staffing
- 1.4 Goals of Strategic Staffing
- 1.5 Functional Areas of HRM

### **2. Staffing Strategies**

- 2.1 Business Strategies of a Firm
- 2.2 Talent Management
- 2.3 Strategic Staffing Decision

### **3. Interviewing Basics**

- 3.1 What is a Interview
- 3.2 Interview Types
- 3.3 Why to Interview

### **4. Interviewing Biases**

- 4.1 The Confirmation Bias
- 4.2 The First Impression Bias
- 4.3 The Halo and Horn Effect
- 4.4 The Contrast Bias
- 4.5 Ways to Become an Honest and Objective Interviewer

### **5. Screening Applicants**

- 5.1 Understanding Screening
- 5.2 Why to Screen
- 5.3 CV or Resumes Screening
- 5.4 Application Form or Resumes
- 5.5 Rating Resumes
- 5.6 Relevance of Job Description
- 5.7 Identifying Red Flags during Screening
- 5.8 Best Practices

### **6. Preparing to Interview**

- 6.1 Planning for the Interview
- 6.2 Interviewing Mistakes to Avoid
- 6.3 Active Listening
- 6.4 Taking Notes
- 6.5 Unfair Practices

## **7. Conducting an Effective Interview**

- 7.1 Opening Effectively
- 7.2 The Right Questions
- 7.3 Conducting the Interview
- 7.4 Close an Interview Effectively

## **8. Behavioral Interview**

- 8.1 Behavioral-based Interviewing
- 8.2 Behavioral Interview Questions
- 8.3 Preparing and Conducting a behavioral interview
- 8.4 Developing Behavioral-based Questions
- 8.5 The STAR Method
- 8.6 BARS (Behaviorally Anchored Rating Scales)
- 8.7 Applying Behavioral Questions

## **9. Selecting the Right Candidate**

- 9.1 Candidate Evaluation
- 9.2 Checking Candidates' References
- 9.3 Offering the Job

## **10. Group Interviewing**

- 10.1 What is a Group Interview?
- 10.2 Benefits and Disadvantages
- 10.3 Types of Group Interviews
- 10.4 Why to use Group Interview?
- 10.5 Skills to Assess in a Group Interview
- 10.6 Group Interview Questions
- 10.7 Tips for successful group interviews

## **11. Assessing Skills and Competencies**

- 11.1 Assessment Methods
- 11.2 Assessing Soft Skills
- 11.3 Assess Planning Skills
- 11.4 Assess Conflict Resolution Skills
- 11.5 Assess Interpersonal Skills

## **12. Interviewing Trends and Future**

- 12.1 Emerging Trends
- 12.2 Video Interviews
- 12.3 Social Recruiting
- 12.4 Recruitment Automation
- 12.5 Data-driven recruiting and HR Analytics
- 12.6 Virtual Reality
- 12.7 Gig Economy
- 12.8 Artificial Intelligence

## Certifications

- ▶ **Accounting, Banking & Finance**
  - Certified GST Professional
  - Certified AML-KYC Compliance Officer
  - Certified Business Accountant
  - Certified BASEL III Professional
  - Certified GAAP Accounting Standards Professional
  - Certified Treasury Markets Professional
- ▶ **Big Data**
  - Certified Hadoop and Mapreduce Professional
- ▶ **Cloud Computing**
  - Certified Cloud Computing Professional
- ▶ **Design**
  - Certified Interior Designer
- ▶ **Digital Media**
  - Certified Social Media Marketing Professional
  - Certified Inbound Marketing Professional
  - Certified Digital Marketing Professional
- ▶ **Foreign Trade**
  - Certified Export Import (Foreign Trade) Professional
- ▶ **Health, Nutrition and Well Being**
  - Certified Fitness Instructor
- ▶ **Hospitality**
  - Certified Restaurant Team Member (Hospitality)
- ▶ **Human Resources**
  - Certified HR Compensation Manager
  - Certified HR Staffing Manager
  - Certified Human Resources Manager
  - Certified Performance Appraisal Manager
- ▶ **Office Skills**
  - Certified Data Entry Operator
  - Certified Office Administrator
- ▶ **Project Management**
  - Certified Master in Project Management
  - Certified Scrum Specialist
- ▶ **Real Estate**
  - Certified Real Estate Consultant
- ▶ **Marketing**
  - Certified Marketing Manager
- ▶ **Quality**
  - Certified Six Sigma Green Belt Professional
  - Certified Six Sigma Black Belt Professional
  - Certified TQM Professional
- ▶ **Logistics & Supply Chain Management**
  - Certified International Logistics Professional
  - Certified Logistics & SCM Professional
  - Certified Supply Chain Management Professional
- ▶ **Legal**
  - Certified IPR & Legal Manager
  - Certified Labour Law Analyst
  - Certified Business Law Analyst
  - Certified Corporate Law Analyst
- ▶ **Information Technology**
  - Certified Angular JS Professional
  - Certified Basic Network Support Professional
  - Certified Business Intelligence Professional
  - Certified Core Java Developer
  - Certified E-commerce Professional
  - Certified IT Support Professional
  - Certified PHP Professional
  - Certified Selenium Professional
- ▶ **Mobile Application Development**
  - Certified Android Apps Developer
  - Certified iPhone Apps Developer
- ▶ **Security**
  - Certified Ethical Hacking and Security Professional
  - Certified Network Security Professional
- ▶ **Management**
  - Certified Corporate Governance Professional
  - Certified Corporate Social Responsibility Professional
  - Certified Leadership Skills Professional
- ▶ **Life Skills**
  - Certified Business Communication Specialist
  - Certified Public Relations Officer
- ▶ **Media**
  - Certified Advertising Manager
  - Certified Advertising Sales Professional
- ▶ **Sales, BPO**
  - Certified Sales Manager
  - Certified Telesales Executive

& many more job related certifications

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