



**SCANDINAVIAN ACADEMY**  
For Training and Development

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# Course: Competency Based Interview (CBI)

Code	City	Hotel	Start	End	Price	Language - Hours
HT-928	Berlin (Germany)	Hotel Meeting Room	2027-03-01	2027-03-05	5450 €	En - 25

## Introduction

Competency-Based Interviewing (CBI) has become a global standard for selecting the right talent. Unlike traditional interviews, CBI focuses on assessing real behaviors, skills, and competencies through structured questioning techniques. This training provides a comprehensive approach to planning, conducting, and evaluating competency-based interviews to ensure fair, reliable, and effective recruitment decisions.

## Objectives

- Understand the principles and methodology behind CBI.
- Design competency-based interview frameworks aligned with job profiles.
- Develop behavioral indicators and structured interview questions.
- Conduct interviews using advanced questioning and evaluation techniques.
- Apply scoring systems and assessment methods for reliable hiring decisions.
- Recognize and mitigate unconscious biases in recruitment.

## Organisational Impact

- Structured hiring decisions based on evidence, not assumptions.
- Reduced turnover and improved quality of hires.
- Enhanced compliance with fair hiring and diversity standards.
- Strengthened employer brand through professional recruitment practices.



## Personal Impact

- Increased confidence in conducting structured interviews.
- Mastery of behavioral questioning and active listening techniques.
- Ability to identify top talent effectively and objectively.
- Improved professional credibility in recruitment and HR practices.

## Course Outline

### Day 1: Foundations of Competency-Based Interviewing

- Introduction to CBI methodology and principles
- Traditional vs. competency-based interviewing
- Identifying core competencies and behavioral indicators
- Exercise: Defining job-specific competencies

### Day 2: Structuring the Interview Process

- Designing interview frameworks and scoring systems
- Developing structured behavioral questions (STAR technique)
- Role-play: Creating an interview guide for a sample role
- Avoiding common interview pitfalls and biases

### Day 3: Advanced Questioning & Assessment Techniques

- Probing and follow-up questioning skills
- Using competency rating scales and scoring rubrics
- Practical exercises: Conducting mini CBI interviews
- Interpreting candidate responses objectively

### Day 4: Realistic Simulations and Feedback



- Simulated full-length CBI interviews with participants
- Peer and trainer feedback on interview techniques
- Handling challenging candidates and sensitive topics
- Using CBI for internal promotions and succession planning

### **Day 5: Implementation & Best Practices**

- Designing a complete CBI process for your organization
- Integrating CBI with psychometric testing and assessment centers
- Legal and ethical considerations in recruitment
- Action planning and post-course support for participants



The Scandinavian Academy for Training and Development adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training and Development.

### **Program Timings:**

- 9:00 AM to 2:00 PM in Arab cities.
- 10:00 AM to 3:00 PM in European and Asian cities.

### **The program includes:**

- A daily Coffee Break provided during the sessions to ensure participants comfort.