Milestones to Success – Competency Based Interview Skills course

Listed below are some of the skills and techniques which will form an important part in your success on the **Axio Development** competency based interview skills training course. They are organised into 5 categories – we refer to them as the milestones to success. So that you can identify the benefits you want to gain and to measure your progress tick the circles alongside the areas that you identify as being particularly relevant to you, then prioritise the 5 main areas in order of importance: 1 being the highest, 5 the lowest. Bring this page with you to the course.

☐ **Understanding the context for your organisation**
- ○ Clear competency frameworks
- ○ Recognising the needs and the benefits
- ○ Understanding the pro's and con's

☐ **Planning and preparation**
- ○ Preparing yourself
- ○ Setting out the interview
- ○ Building the structure and timings
- ○ Use of the WASP interview structure

☐ **Communication during the interview**
- ○ Observing behaviours
- ○ Analysing responses effectively
- ○ Using the STAR questioning method
- ○ Listening effectively
- ○ Linking responses to the competencies

☐ **Making the selection decision**
- ○ Scoring and evaluation
- ○ Having an effective scorecard which links to the competencies required
- ○ Determining when to move to next steps
- ○ Determining selection criteria

☐ **Learning application**
- ○ Creating the opportunity to hold competency based interviews
- ○ Involving others
- ○ Feedback and coaching

MILESTONES TO SUCCESS

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What will progress in these areas allow you to achieve?