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PHOENIX TS

# Interviewing Techniques for the Government Training

This training provides insight into skills and best practices for managers, team members, and other professionals involved in the interviewing process within the Federal Government.

**BONUS! Cyber Phoenix Subscription Included:** All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

## Course Overview

This 2-day, instructor-led course covers the following topics:

- How to obtain useful information from candidates so that better selection decisions can be made
- How to ask appropriate, nondiscriminatory interview questions designed to evaluate technical experience and expertise, communication skills and other, more complex competencies, such as leadership abilities and analytical thinking
- How to conduct effective, structured interviews
- How to define benchmark responses that permit you to rate or score applicant responses

## Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.



# PhoenixTS

301-258-8200 | [Sales@PhoenixTS.com](mailto:Sales@PhoenixTS.com) | [www.PhoenixTS.com](http://www.PhoenixTS.com)

## Course Objectives

At the conclusion of this course, participants will be able to do the following:

- Obtain useful information from candidates so that better selection decisions can be made
- Ask appropriate, nondiscriminatory interview questions designed to evaluate technical experience and expertise, communication skills and other, more complex competencies, such as leadership abilities and analytical thinking
- Conduct effective, structural interviews
- Define benchmark responses that permit you to rate or score applicant responses

## Course Outline

### Introduction and Overview

- History of Federal Performance Management
- Agency specific approaches and alternatives
- Linking organizational mission to performance

### Planning and Measuring Employee Performance

- Linking individual position to performance measures
- Establishing individual measures of performance
- Measuring results
- Defining elements of performance
- Documenting expectations
- Communicating expectations

### Monitoring Performance

- Analyzing individual performance
- Informal feedback
- Formal progress reviews
- Skills in performance communication
- Problem performance issues
- Assessment and adjustment

## Developing Employees

- Determine development needs
- Assesses performance resources
- Employee development discussions
- Development Plans

## Rating Performance

- Rules and records required
- Performance evaluation
- Performance discussion
- Documentation requirements
- Results communication

## Performance Consequences

- Possible outcomes
- Actions to be taken for affirmative and negative performance
- Requirements for individual performance based actions
- Performance management resources

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Starting at **\$789**

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For GSA pricing or Contractor quotes call  
301-258-8200 – Option 4

**GSA**



**Price Match Guarantee**

We'll match any competitor's price quote. Call 301-258-8200 Option 4.

Included in this **Interviewing Techniques for the Government Training**

- 2 days instructor-led training
- Interviewing Techniques for the Government Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class\*
- Tea, coffee and soda available throughout the day\*



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◦ Freshly baked cookies every afternoon\*