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Module code and title: **Developing and Managing
Individuals and Teams (LCLM5002_LON)**

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Assignment title: Presentation assessment 1

TABLE OF CONTENT

INTRODUCTION	3
RECRUITMENT PROCESS INCLUDING JOB ANALYSIS, JOB DESCRIPTION AND PERSON SPECIFICATION	4
TYPES OF INTERVIEWS	5
- SCREENING INTERVIEW	6
- TECHNICAL INTERVIEW	7
- BEHAVIOURAL/ COMPETENCY INTERVIEW	8
JUSTIFY THE APPROPRIATE QUESTIONING TECHNIQUES	9
COMPARISON AND CONTRAST BETWEEN A FACE-TO-FACE AND ONLINE INTERVIEW	10
CONCLUSION	11
LIST OF REFERENCES	12

Introduction

Robert half was founded in 1948 by Menlo Park, California USA, is activating in more than 300 location worldwide, the major offices are in London and Birmingham. they specialised in recruiting talent solution and consulting. the company helps businesses to identify skilled professionals for temporary permeant or project-based rolls, their mission is to connect great companies with great people.

(Lawler and Albers, 2003)

Recruitment process

Job Analysis – Identify tasks, responsibilities, skills, and qualifications.

Job Description – role purpose, responsibilities, reporting line, and salary.

Person Specification – qualifications, experience, skills, behaviours, and attributes.

Candidate Sourcing – Advertise LinkedIn, and relevant job boards.

Shortlisting – Match CV

Interview Process – Structured HR screening, technical/competency interview, panel or stakeholder interview, scenario/case study assessment.

Selection & Offer – Choose the candidate best meeting Job Description and Person specification criteria

As Breugh (2012) explains, the way an organisation recruits can influence the type of employees it hires, how they perform, and their retention rate. Thus, the topic of employee recruitment has attracted considerable attention.

Types of interviews

- ▶ *Screening interview*
- ▶ *Technical interview*
- ▶ *Behavioural / competency interview*
- ▶ *Case study/ task base interview*
- ▶ *Final interview*

Screening Interview

Screening interview is first step in recruitment process, is a short and focused conversation to check if candidate meet the requirements if he has experience in project management, what relevant certification he holds, availability, and the salary expectations. Also helps to assess the communication skills and the professionalism provided, it helps managers and technical team to check if the candidate meet the core criteria for the position.

Technical interview

Technical interview refers to evaluate the knowledge and ability to manage It Projects, to find out the experience with software and infrastructure projects, planning, risk management, use of project management tools and handling challenges and changes. By using a technical lead on a interview it helps us to ensure that the candidate has the practical skill of problem solving and the ability to deal with a real project. It also helps to verify that the candidate can not only plan but also execute projects efficiently, manage stakeholders, and keep teams on track.

Behavioural / competency interview

The behavioural interview assesses how the candidate manages teams, interacts with stakeholders, and performs under pressure. Using real-life examples, often through the STAR method, it explores leadership, conflict resolution, decision-making, and teamwork skills. This step helps determine whether the candidate aligns with the company culture and can lead projects effectively while managing people.

This interview helps us see if the candidate can lead teams, manage stakeholders, and fit well with the company culture, which is especially important for IT Project Managers who handle complex projects and multiple teams

PROBING QUESTIONS TECHNIQUE

ALLOW THE INTERVIEWER TO **DIG DEEPER INTO THE CANDIDATE'S ANSWERS**, UNCOVER SPECIFICS, AND VERIFY COMPETENCIES.

- Reveals the candidate's **real skills and decision-making ability**.
- Helps uncover how they **solve problems, manage projects, and handle teams**.
- Ensures your hiring decision is based on **evidence, not assumptions**.

Face to face interview

Advantages:

- Personal interaction (body language)
- Relationship building
- Environmental familiarity
- Reduce technical issues

Disadvantages:

- Time- consuming (planning)
- Cost (bus, taxi, train)
- Scheduling difficulties

Online interview

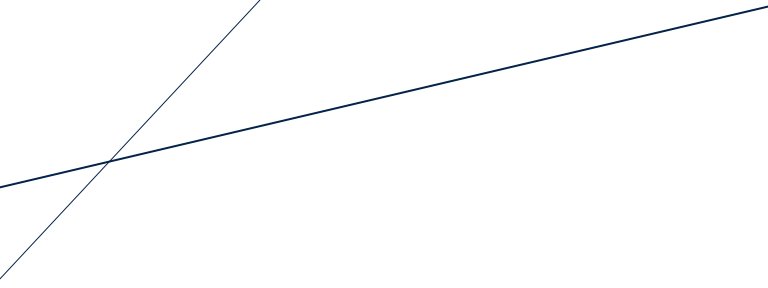
Advantages:

- Convenient (save time and costs)
- Flexible (easy to schedule)
- Cost effective (no costs included)
- Recordable (can be recorded and recapped)

Disadvantages:

- Limit non- verbal cues (no body language)
- Technical issues (connection, video issues)
- Less personal

**Face to face interview are ideal for project manager
where interpersonal and leadership skills are crucial.**



CONCLUSION

FOLLOWING THE SIMPLE STEPS OF A RECRUITING PROCESS, INCLUDING JD AND PS WILL HELP YOU TO HIRE A RIGHT PERSON TO THE RIGHT JOB, USING VARIED INTERVIEW TYPES AND PROBING QUESTIONS ALLOW YOU TO DO A FACE-TO-FACE INTERVIEW TO MAXIMIZE AND EVALUATE THOUGHT RIGHT CANDIDATE WHO CAN EFFECTIVELY DRIVE PROJECT TO SUCCESS.

(Keshav, 2013)

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