

PROFESSIONAL RECRUITMENT INTERVIEWING SKILLS

HCM : 22-23/01/2026

HN : 26-27/01/2026

Is your company facing these challenges when recruiting?

- ✓ Interviewers haven't realized that every interview session is directly building or damaging the company's reputation?
- ✓ A high volume of interviews, yet still hiring the wrong people, leading to wasted time and cost?
- ✓ Candidates give "excellent" answers, but their actual performance upon joining does not meet expectations?
- ✓ Recruitment decisions are primarily based on personal feelings and experience, leading to arguments and disagreements among interviewers?



OBJECTIVE

- Understand the critical role of the interviewers in shaping a company's reputation.
- Establish recruitment criteria that align with the corporate culture and job requirements.
- Develop a structured process for conducting professional interviews to avoid interview bias and personal prejudices.
- Master the technique of asking probing questions and setting appropriate scenarios to accurately assess candidates' competencies.



TARGET

- ✓ HR Specialists and HR Manager
- ✓ Management levels and Department heads who are directly involved in interviewing and team building

2-DAY TRAINING

Interview right to hire right

Part 1: Understanding the interviewer's role & Pitfalls to avoid

1.1. The Importance of the interviewer

- Shifting the mindset from "Gatekeeper" to "Talent acquisition partner".
- The interviewer's role in building the company's reputation.
- The impact of recruitment interviews on organizational cost management.

1.2. Identifying common pitfalls and how to avoid them

- Cognitive "traps" in interviewing: Similarity Bias, Halo Effect, Confirmation Bias.
- Practicing the anti-bias toolkit: Developing and using the interview scorecard and effective note-taking techniques.

Part 2: Core interviewing techniques

2.1. Competency-Based Interview (CBI) Method

- Overview of the competency-based interview methodology
- Building a behavioral questions bank
- Role-playing exercises for competency-based interviewing

2.2. The STAR Technique – An effective "probing" tool

- Understanding the 4 components: Situation, Task, Action, Result
- Developing probing questioning skills
- Interactive practice of the STAR interviewing technique

Part 3: Professional interview practice

3.1. Structure of a professional interview session

- 5 steps for a professional interview (5-Step A-Z Checklist)
- Attracting top candidates for the open position

3.2: Interview role-playing with real-life scenarios

Part 4: Candidate evaluation and Hiring decision

- Objective scoring and candidate evaluation
- Panel discussion and hiring decision

Part 5: Action plan

※ The above content is subjected to change without any prior notices



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In charge Ms. Loan Anh (English, Vietnamese)
Mr. Nagayoshi Tasuku (Japanese)



TRAINING TIME & VENUE

Ho Chi Minh 22-23/1/2026 (Thu – Fri)
Time: 8:30 ~ 16:30
Venue: T Floor, Nam Giao 1 Building,
261-263 Phan Xich Long, Cau Kieu Ward

Ha Noi 26-27/1/2026 (Mon – Tue)
Time: 8:30 ~ 16:30
Venue: 14F, Hapro Building,
11B Cat Linh, O Cho Dua Ward



TRAINER

Ms. D. H. GIANG

- PhD candidate in International Business Administration - Charisma University (United Kingdom).
- Co-founder and current CEO of a company specializing in high-level executive recruitment services.
- Former HR Manager at leading organizations such as FPT Software, VietGen Communication, Citysmart Vietnam,...
- Over 20 years of experience in human resource management and leadership development, including nearly 10 years of training and coaching for more than 100 large organizations and companies such as Zalo, FPT Software, Samsung, VNG, Shopee, Cotecons, and VSIP,...
- Expertise areas: leadership and team development, performance management, competency dictionary design, recruitment strategy, and talent retention, etc.



COURSE INFORMATION

- [Language]** Vietnamese
- [Fee]** **5,400,000 VND/person**
(Lunch for 2 days incl., VAT excl.)
For company with 2 – 4 participants, discounted 5%;
with 5 or more participants, discounted 10%.
(Applied separately for training in HCM and in HN)
- [Method]** We applied **offline training**
- [Participants]** HCM: 28 people – Ha Noi: 30 people
(First-come, first-served basic)
- [Registration]** Fill in the attached "Application form" and send to AIMNEXT via Email (training-vn@aimnext.com)