

# Interview Architect® : Competency -Based Selection Certification

## What are the best practices that managers or HR professionals use to streamline and standardize interviews?

### Purpose:

The Interview Architect® tools have been developed for use by human resource and recruiting professionals to assist them in creating customized interview guides aligned with the Leadership Architect® competencies. Research on interviewing success and accuracy shows that structured or formal interviews outperform unstructured or informal interviewing. The Interview Architect® tools carry with them the ability for hiring managers to more precisely identify qualified candidates by integrating its easy-to-use design in their organizations.

### Objectives:

- Learn how to use structured interviewing guides - comprehensive templates with Professional and simplified 1-page interviewing templates with Express. These guides provide everything you need to assess competencies in a candidate.
- Identify best practices including using the 4-Dimension Interviewing approach and the value of asking structured probes.
- Apply Interview Architect® tools for internal recruiters and/or HR professionals who coordinate recruiting and selection processes, line managers with an interviewing need and for internal selection purposes.
- Learn how to create custom job profiles using Success Profile Architect® (SPA) - an online tool that facilitates the creation of unique competency profiles for jobs within your organization.
- Learn best practices for training others in your organization on how to effectively use the Interview Architect® Tools.

### Results:

A common language and background to further develop/incorporate tools to manage your most important asset—your people.

**Course Details:**  
One-day class in San Diego, CA  
8:30am—4:30pm

This workshop can also be held at your site. Please contact us for more info.

### 2012 Dates:

Jan 19  
Mar 1  
Apr 19  
Jun 21  
Sep 12  
Nov 14

### Who should attend?

Practitioners, recruiters and/or line managers who wish to learn more about competency -based interviewing processes

**Prerequisite:** Leadership Architect® 101

### Registration and Materials Fees:

Course fee is \$1,100.00 And materials are approximately \$375.00. An early registration fee discount is available - see registration form for requirements and restrictions. Fees are due and payable at the time of registration. Your class materials will be ordered from Korn/Ferry once your

registration is complete. Additional logistic details will be sent out with your enrollment confirmation.

### Course materials include:

Interview Architect® Professional Handbook, Interview Architect® Express Interviewer's Kit, Interviewing Right book, workshop manual with Facilitator Guide and Interviewing Vignettes.

NOTE: Attendees may not share materials or use previous editions of published materials.



Talent management for today and tomorrow

For additional information or to register:

760.476.1552  
www.thecrawfordgroupinc.com  
info@thecrawfordgroupinc.com

# Registration Form: Interview Architect® Certification - 2012

Jan 19 (12/21)  Mar 1 (2/1)  Apr 19 (3/21)  Jun 21 (5/23)  Sep 12 (8/14)  Nov 14 (10/16)

**Prerequisite: Leadership Architect® 101**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Title: \_\_\_\_\_ Department: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
City: \_\_\_\_\_ FAX: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Website: \_\_\_\_\_

## Registration Fee:

Early Registration fee deadline date is listed in the ( ) after the date of the class. If registration form and fee are received by 5:00 PM (PT) on that date, the course registration fee will be \$899.00. Early Registration fees are non-refundable and non-transferable to another individual or another class date.

Individuals, who register after the Early Registration deadline, will be charged the full registration fee of \$1,100.00 for this workshop. Fees are due and payable at the time of registration. You may email or fax this registration form. You may pay for your registration fee with a credit card via our website, or mail your corporate check to: The Crawford Group, PO Box 131284, Carlsbad, CA 92013. Please be sure to include the name of the course and participant on/with the check.

## Materials:

Class materials are approximately \$375.00 plus tax and shipping and will be ordered directly from Korn/Ferry (using your credit card info below) once your registration is complete. Please provide your credit card information. PLEASE PRINT CLEARLY

Credit Card:  Visa  AmEx  MC

Account #: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**1. ) Please complete this registration form and FAX it to The Crawford Group at 253.679.5625** or email it to us at [info@thecrawfordgroupinc.com](mailto:info@thecrawfordgroupinc.com) and **then 2.) go to our website to process your registration fee payment** to hold your place in the class. **We will order your class materials once your payment and registration form have been received.**

Our Cancellation Policy: For individuals who have paid the full registration fee, cancellations made during the ten working days prior to the workshop will forfeit the registration fee. All cancellation notices must be received via fax or email. Substitutions of employees from within the same organization for the same class date are welcome for those who have paid the full registration fee. Unopened materials may be returned to Korn/Ferry only with their approval. They may be subject to a re-stocking fee.

Once your registration process is complete and your materials ordered, you will receive a confirmation email with additional information and directions. For more information about hotels and travel please visit our website.

**We look forward to seeing you in gorgeous San Diego!**



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