

exeQserve

Hiring Manager's Interviewing Skills

Online Workshop



DATE & TIME

August 04, 2026 | 8:00 AM - 5:00 PM

PLATFORM

via Zoom

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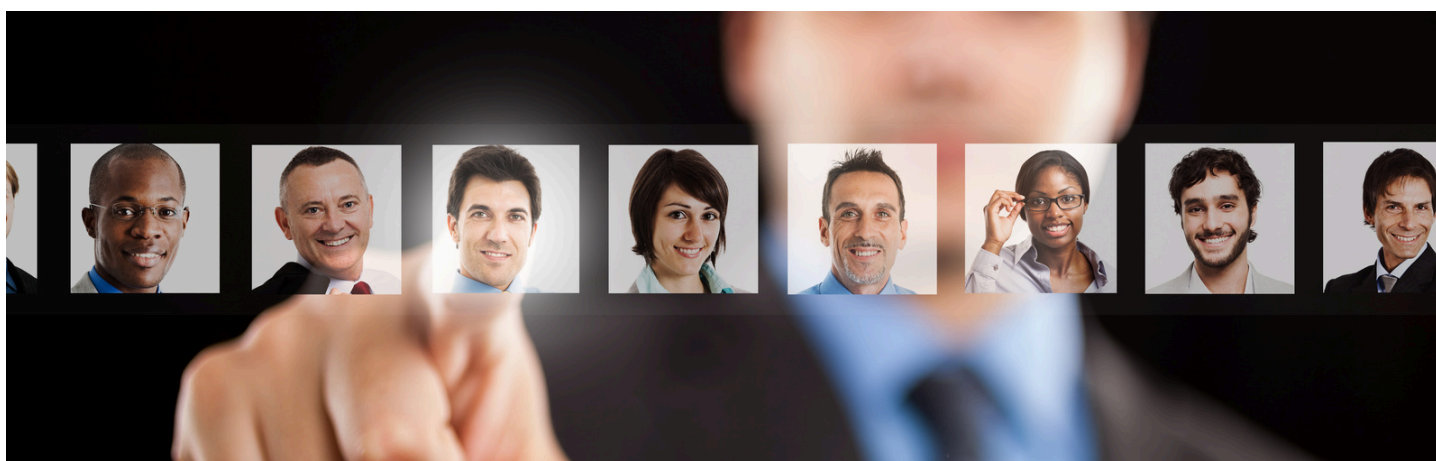
Workshop Overview

Hiring decisions affect team performance, productivity, retention, workplace culture, and business results. HR and Recruitment may screen and endorse candidates, but hiring managers still play a critical role in deciding whether a candidate is right for the role, the team, and the organization.

The problem is that many hiring managers are expected to interview candidates without enough preparation in structured questioning, evidence-based assessment, bias awareness, and fair evaluation. When this happens, interviews can become too dependent on gut feel, personal preference, first impressions, or inconsistent standards.

This one-day live online workshop is designed to help hiring managers conduct better interviews and make stronger hiring recommendations. Participants will learn how to prepare for interviews, ask better questions, probe for evidence, reduce bias, evaluate candidates using job-related criteria, and collaborate more effectively with HR and recruiters.

This is not a theory-heavy recruitment lecture. It is a practical interviewing skills workshop for leaders who need to make better hiring decisions and protect the quality of the people joining their teams.



What Participants Will Learn

By the end of the workshop, participants will be able to:

1. Explain the hiring manager's role in the recruitment and selection process.
2. Align hiring decisions with role requirements, team needs, and business needs.
3. Prepare for interviews using job-related criteria, competencies, and available candidate information.
4. Develop purposeful interview questions based on role requirements and success indicators.
5. Conduct interviews using a clearer and more structured flow.
6. Apply behavioral and evidence-based interviewing techniques.
7. Probe candidate responses for depth, relevance, consistency, and actual experience.
8. Recognize common interview biases and apply practical ways to reduce their impact.
9. Evaluate candidate fit using clearer standards instead of vague impressions.
10. Make more objective and professional hiring recommendations.
11. Avoid inappropriate, risky, or legally problematic interview questions.
12. Strengthen collaboration with HR and recruiters before, during, and after the interview process.

Who Should Attend

This workshop is ideal for:

- Hiring managers
- Department heads
- Supervisors involved in interviewing candidates
- Team leaders involved in candidate assessment
- Functional leaders who participate in selection decisions
- HR practitioners who support hiring manager capability-building
- Recruiters who partner closely with hiring managers

Why Attend

Hiring mistakes are expensive. A poor hiring decision can affect productivity, workload, team morale, customer service, retention, and leadership credibility.

Hiring managers do not need to become recruiters. But they need to become better interviewers and decision partners. They need to know what evidence to look for, how to ask better questions, how to reduce bias, and how to make clearer recommendations.

This workshop helps hiring managers move away from gut-feel interviewing and toward more structured, fair, professional, and evidence-based hiring decisions.

Expected Participant Outputs

By the end of the workshop, participants will produce:

- Personal interviewing reflection
- Hiring decision impact map
- Interview preparation worksheet
- Improved interview question bank
- Structured interview flow guide
- Interview bias checklist
- Candidate evaluation and recommendation guide
- Interview do's and don'ts guide
- Interview practice notes
- Personal interviewing improvement action plan

Workshop Methodology

The workshop will use practical and interactive online learning methods, including:

- Short concept discussions
- Guided reflection
- Case analysis
- Interview question-building
- Breakout discussions
- Bias identification exercises
- Interview simulation
- Facilitator coaching and feedback
- Action planning

Workshop Outline

Time	Module	Key Topics/Activities	Output
08:00 am to 08:30 am	Opening, Session Overview, and Interviewing Readiness Reflection	<ul style="list-style-type: none"> Workshop overview Online participation norms Reflection: How do I usually decide if a candidate is a good fit? Interviewing readiness self-check 	<ul style="list-style-type: none"> Personal interviewing reflection
08:30 am to 09:30 am	<p>Module 1: The Hiring Manager's Role in Hiring the Right People</p> <p>Learning Activity: Hiring Decision Impact Map Participants identify how good and poor hiring decisions affect team performance, workload, morale, customer service, and leadership credibility.</p>	<ul style="list-style-type: none"> Why hiring decisions matter Impact of hiring quality on performance, retention, and team culture The hiring manager's role in the recruitment and selection process Role fit, team fit, and organization fit What HR/recruiters assess versus what hiring managers must validate Strengthening partnership with HR and recruiters 	<ul style="list-style-type: none"> Hiring decision impact map
09:30 am to 10:30 am	<p>Module 2: Preparing for a High-Quality Interview</p> <p>Learning Activity: From Job Requirement to Interview Question Participants convert role requirements and competencies into practical interview questions and probing areas.</p>	<ul style="list-style-type: none"> Clarifying role requirements and success indicators Using competencies as interview anchors Reviewing resumes and application information strategically Identifying red flags, gaps, and areas for clarification Using available screening results and prior assessment inputs Translating role requirements into interview questions Preparing a structured interview flow 	<ul style="list-style-type: none"> Interview preparation worksheet

Workshop Outline

Time	Module	Key Topics/Activities	Output
10:30 am to 10:45 am	Morning Break		
10:45 am to 12:00 nn	<p>Module 3: Asking Better Questions and Probing for Evidence</p> <p>Learning Activity: Upgrade the Interview Question Participants revise weak interview questions and turn them into stronger evidence-gathering questions.</p>	<ul style="list-style-type: none"> • What makes an interview question useful • Behavioral interviewing basics • Asking for actual examples, not just opinions • Probing for situation, action, result, and learning • Listening for depth, relevance, and consistency • Avoiding leading, vague, and hypothetical questions when evidence is needed • Documenting useful candidate evidence 	<ul style="list-style-type: none"> • Improved interview question bank
12:00 nn to 01:00 pm	Lunch Break		
01:00 pm to 02:00 pm	<p>Module 4: Conducting a Structured and Professional Interview</p> <p>Learning Activity: Build the Interview Flow Participants design a simple structured interview flow from opening to closing.</p>	<ul style="list-style-type: none"> • Opening the interview professionally • Establishing rapport without losing structure • Setting context and explaining the role clearly • Asking purposeful questions in a logical flow • Managing time during the interview • Observing communication, examples, and fit • Closing the interview properly • Protecting candidate experience 	<ul style="list-style-type: none"> • Structured interview flow guide

Workshop Outline

Time	Module	Key Topics/Activities	Output
02:00 pm to 02:45 pm	<p>Module 5: Reducing Bias and Promoting Fairness</p> <p>Learning Activity: Bias Check Case Review Participants review short hiring scenarios and identify where bias may be influencing the decision.</p>	<ul style="list-style-type: none"> • Common interview biases and how they affect decisions • Difference between evidence and impression • How assumptions distort candidate evaluation • Using job-related criteria instead of personal preference • Applying consistent standards across candidates • Avoiding inappropriate or unfair questions 	<ul style="list-style-type: none"> • Interview bias checklist
02:45 pm to 03:00 pm	Afternoon Break		
03:00 pm to 03:45 pm	<p>Module 6: Evaluating Candidates and Making Better Hiring Recommendations</p> <p>Learning Activity: Evidence or Impression? Participants classify sample interview notes and convert vague impressions into clearer, evidence-based observations.</p>	<ul style="list-style-type: none"> • Evaluating role fit, team fit, and growth potential • Integrating interview findings with earlier screening inputs • Distinguishing facts, interpretations, and assumptions • Using rating guides and decision criteria • Documenting observations and recommendations • Coordinating next steps with HR and recruiters 	<ul style="list-style-type: none"> • Candidate evaluation and recommendation guide

Workshop Outline

Time	Module	Key Topics/Activities	Output
03:45 pm to 04:20 pm	Module 7: Legal, Ethical, and Professional Interviewing Practices Learning Activity: Should We Ask This? Participants review sample interview questions and identify which ones are appropriate, risky, irrelevant, or inappropriate.	<ul style="list-style-type: none"> Professional standards in interviewing Confidentiality and candidate dignity Avoiding inappropriate interview questions Staying focused on job-related information Handling sensitive candidate information responsibly Ethical decision-making in hiring 	<ul style="list-style-type: none"> Interview do's and don'ts guide
04:20 pm to 04:50 pm	Interview Skills Practice and Debrief	<ul style="list-style-type: none"> Interview simulation Peer observation Feedback and processing Personal interviewing strengths and improvement areas 	<ul style="list-style-type: none"> Interview practice notes and improvement commitments
04:50 pm to 05:00 pm	Learning Action Planning and Workshop Close	<ul style="list-style-type: none"> Personal action planning Interviewing commitment Workshop synthesis 	<ul style="list-style-type: none"> Personal interviewing improvement action plan

Facilitator's Profile



Edwin C. Ebreo

CEO & Founder of
ExeQserve Corporation

Why is Ed Ebreo your best choice for conducting this training?

Ed is recognized by the Philippine Society for Talent Development as a Certified Professional Training Designer (CPTD), and Certified Professional Training Facilitator (CPTF). He contributed significantly in the design and delivery of related certification courses to numerous practitioners.

Edwin is a seasoned expert in Organization Development and Talent Management with three decades of diverse experience spanning retail, financial, BPO, and HR consulting sectors. As President of the Philippine Society for Talent Development and host of "Usapang Training Atbp.", he plays a vital role in advancing the talent management practice in the country. Renowned for his proficiency in facilitating strategy formulations, policy development, and change management initiatives, Ed has led numerous projects aimed at enhancing organizational effectiveness and talent development. Widely recognized for his prowess in designing and implementing learning activities tailored to meet clients' unique needs across various industries, his commitment to empowering HR practitioners and individuals underscores his passion for nurturing talent and driving organizational success.

Learning Investment

Details	Duration	Early Bird Rate	Date
Hiring Manager's Interviewing Skills Training	8 hours	Php 1,680.00 (VAT inclusive)	August 04, 2026

Payment and Registration

Register through our online registration form (<https://forms.gle/zic6nyquovF5sZ5r6>)
And follow the instructions to settle your payment.

You may also opt to register through our Account Managers:

Step 1 - Send us a list of participants you want to register. Kindly include their full names, designations, and email addresses.

Step 2 - For the invoice, also provide the following:

- BIR 2303
- Key contact person (Full Name/Designation/Contact Number) for billing purposes.
- Billing Delivery Address

Step 3 - Settle your payments through bank transfer or bank deposit, and send us a copy of the proof of payment.

Bank Details

Account Name: EXEQSERVE CORPORATION

Account No. : 000-0005962-081

Bank: Security Bank (Dela Rosa Branch)

About ExeQserve

EXEQSERVE CORPORATION is an HR and Organization Development solutions provider that has been operating since 2007. As a strategic partner, we have helped our clients build high-performing teams by offering training, public workshops, and other HROD interventions.

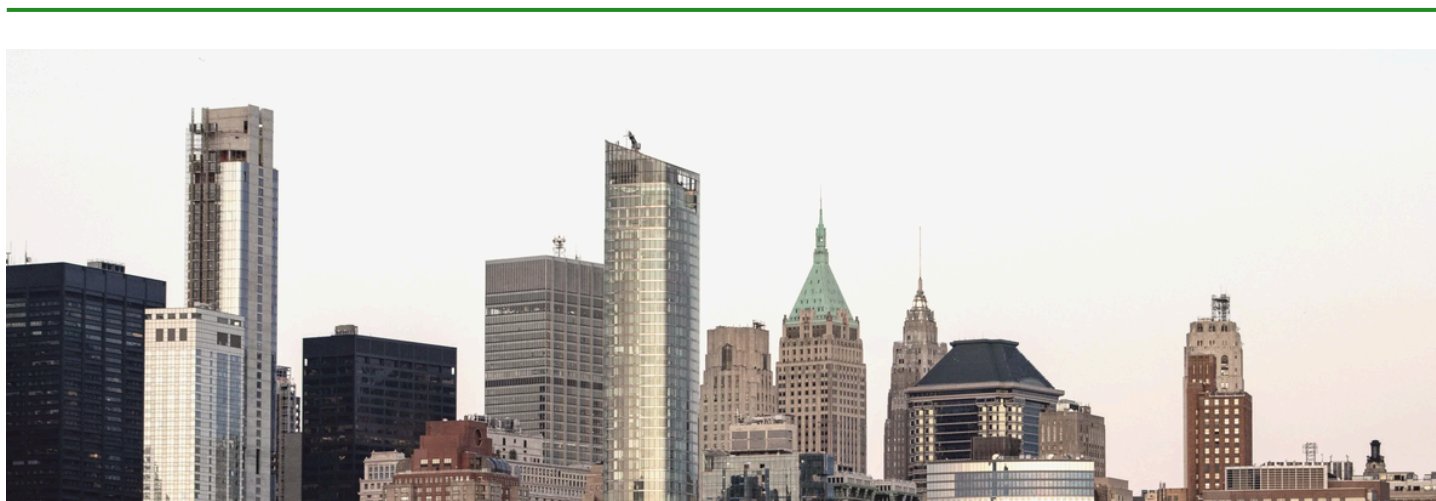
Training

ExeQserve Training will work closely with you to identify your training needs. We tailor-fit our programs to ensure that your employees get exactly what they need. With our passion for fun, balanced with our practical and skills-focused approach, we deliver training that is right for you.

At ExeQserve, we believe that the best way to develop employees' capacity to perform is through a strategic talent development approach.

Consulting

ExeQserve HROD Consulting does its best to understand your organization, its goals, and aspirations, and its current situation and identify the best solution to help enable and empower your employees to contribute to goal achievement. We design employment policies, incentive programs, performance management systems, and other interventions to help you achieve organizational alignment.



Mission and Vision



Our Vision

Powered by a successful team of professionals, ExeQserve shall be a sought-after partner of local and international organizations for our innovative and high quality talent and organization development solutions.



Our Mission

We are committed to providing outstanding services to help companies build teams of high performing individuals



Our Values

Our people are committed to giving value-adding services through:

Pursuit of Excellence

Creativity & Resourcefulness

Customer Intimacy

Flexibility

Teamwork

Fun