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**Dear Valued Client,**

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

**COMPETENCY-BASED INTERVIEW AND ASSESSMENT**

Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,  
BMA Management

**REGISTRATION FORM**

Please submit via: Email to [info@businessmaker-academy.com](mailto:info@businessmaker-academy.com) | Viber: (0912) 2231826

Booking Officer Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Company: \_\_\_\_\_  
Company TIN: \_\_\_\_\_  
Industry: \_\_\_\_\_  
Tel No: \_\_\_\_\_  
Cel No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Total Number Attendee(s) for Enrollment: \_\_\_\_\_  
Note: Please indicate full name below:

Attendee 1: \_\_\_\_\_  
Cel No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Attendee 2: \_\_\_\_\_  
Cel No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Attendee 3: \_\_\_\_\_  
Cel No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Attendee 4: \_\_\_\_\_  
Cel No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Attendee 5: \_\_\_\_\_  
Cel No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

*(More than 5 participants, pls attach extra sheet)*

Would you like to request for billing statement?  Yes  No  
How did you find us? \_\_\_\_\_  
Use Promo Code: \_\_\_\_\_

**ENROLLMENT DETAILS**

**SCHEDULE:**

- Pls visit <https://businessmaker-academy.com/training-schedule/>

**WEBINAR:**

- Duration: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm  
PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

**SEMINAR:**

- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City Philippines

**TRAINING FEE:**

- Webinar Fee = Php 4500+VAT
- Seminar Fee = Php 8500+VAT

**MODE OF PAYMENT:**

- Bank Deposit:  
Account: Business Maker Academy, Inc.  
BPI SA# 4013-0306-64  
BDO SA# 000-280-622-422  
Landbank CA# 3732114830
- Paypal: pls contact us
- Dragonpay: pls contact us
- Gcash: pls use QR code below



**BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES**



## COMPETENCY-BASED INTERVIEW AND ASSESSMENT

“How to Improve Your Recruitment  
Through Proper Testing & Interview”

Seminar: 2 days x 8 hrs. (total of 16 hrs)  
Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

### COURSE DESCRIPTION:

The selection process in companies is a crucial part of hiring talents. Majority of the selection process involves two main methods: Interview and Testing. These two primary techniques are also the most powerful way of identifying a potential star performer in the company. In this course, we take a deeper look at how job interviewing and employment tests influence the hiring decision of an organization. The course focuses on the technical and practical aspects of these two methods of selection.

### WHO SHOULD ATTEND:

Recruitment Specialists, HR Officers/Managers, Office Administrators and Administrative Personnel, Job Interviewers, Psychometricians, Department Managers, Business Owners or any person engaged in the recruitment and selection process of their organization.

### PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to use different types of screening, testing and interview methods to assess the quality of job candidates to effectively match job positions that need to be filled in the organization.

### LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

- Recognize types of screening methods used by employers to make smart hiring decisions
- Select and use the appropriate assessment tools that maximize chances for getting the right fit between jobs and candidates
- Utilize the different types and stages of selection interview
- Experiment different methods and tools for conducting job testing and assessment
- Explore the different types of pre-employment tests that can be administered as part of the selection process
- Discuss best practices and procedures to gain insights on hiring the best candidate

### COURSE TOPIC HIGHLIGHTS:

1. Recruitment and Selection Overview
2. Why Does Effective Selection Matter?
3. Hiring Process and Selection Methods
4. Basic Selection Criteria
5. Tools for Information Gathering
6. Resume Analysis and Red Flags
7. Competency Profile
8. Types of Selection Interviews
9. Competency-based Interviewing and Strategies
10. Essential Skills of Good Interviewer
11. Interview Process
12. Reliability & Validity of Interviews
13. Outcomes of Poor Interviewing
14. Pre-Employment Testing and Assessment
15. Psychometric Tests, Uses & Importance
16. Individual Rights of Test Takers & Test Security
17. Background and Reference Checking
18. Hiring and Placement
19. Finding the Best Fit Candidate
20. Job Offer, Employment Processing, and Onboarding Program

### TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

## BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES

Suite 1503A West Tower, Tektite Building, Exchange Road, Ortigas Center, Pasig City, Philippines  
Tel: +632 86874645, +632 86873416 ▪ Cel (0917) 6372471, (0912) 2231826 ▪ info@businessmaker-academy.com  
[www.businessmaker-academy.com](http://www.businessmaker-academy.com) ▪ [www.hrclubphilippines.com](http://www.hrclubphilippines.com)