# **Tripod Interview Cards Training**

Target audience: HR Professionals

Fee: EUR 240

**Trainer:** Liisa Raudsepp

Psychologist and

Coach

Author



The training gives knowledge and skills to use the Interview Cards provided by Tripod for **assessing personality strengths and risks**. Each participant will get a set of interview cards comprising:

- A set of laminated cards containing sample interview questions
- A booklet about asking questions, spotting body language and use of vocabulary
- A marker pen for ticking questions

#### **Program**

12.30–13.45 **Five-Factor model** as a theoretical framework for the cards. Overview of the interview cards. Principles of designing questions.

Analysing the job position and **setting focus for the interview**: what do you want to know? Preparing for the interview.

**Exercise**: designing questions and interpreting the answers. Coding: what did I learn from the answer? How to continue if the candidate gives ambiguous answers and beats about the bush?

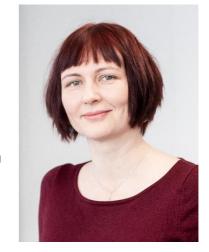
13.45-14.00 Coffee Break

14.00–16.30 **Interpreting non-verbal signs**: body language, use of vocabulary and values as references to personality traits.

**Exercise**: using questions to investigate traits, interpreting specific signs during interview.

# TRAINER: LIISA RAUDSEPP

- Liisa is a Psychologist, Coach and Supervisor.
- Experience: interviewing and assessing 1000+ specialists and managers.
- Author of the interview cards by Tripod.
- University of Tartu: Psychology, MA
- Tallinn University of Technology: master's studies in progress.
- Member of board of the Association of Estonian Career Counsellors 2014-2016 and Estonian Supervision and Coaching Association 2018-2020.



O Holds a level 7 professional certificate, Professional Supervisor.

**Tripod has 25+ years of experience** in developing psychometric tests and providing assessment service to organisations in Estonia and Baltic States. The tests can be administered in five languages.

**Assessment service** – assessment provided by Tripod. Administration and feedback fpr both the candidate and the customer.

**Licenced test use –** 3-day **test user training programme** by Tripod will give you a licence for independent testing for two years. The licence can be extended by attending a follow-up seminar.

## **Tests provided by Tripod:**

- Specialist's Mental Ability Scale VVS/6
- Specialist's Personality Inventory NEO-TRI/2
- Manager's Mental Ability Scale MMAS
- Manager's Personality Inventory MPI
- Visual Speed and Accuracy Test VKT
- Spatial Ability Scale RVS to assess STEM and IT professionals

### SAMPLE CARD: EMOTIONAL STABILITY

Questions to address the emotional stability of a manager candidate

## **EMOTIONAL STABILITY**

**EMS** 

- Everyone has stressful situations in their work.
  What are the main sources of stress for you at work?
- Can you please recall a situation in which people were not happy with your performance?
- If you need someone's input for your work but they do not keep their promises, how many times will you approach them?
- What kind of situations have been the most stressful in your work so far?
- What kind of situations have been the most stressful in the opinion of other people?
- Have you ever been criticised unjustly at work?
  What did you do, how did you respond?

#### A1 Depression

 If something fails, people experience various feelings: guilt, embarrassment, shame, sadness, anger, etc. What is more characteristic of you?

#### **A2 Helplessness**

- When was the last time when you asked someone for help at work?
  - Who?
  - What kind of help?
  - What was the outcome?

#### A3 Irritability

- What upsets you most at work?
- . What kind of people upset you most?
- Can you please give me an example...
  What did you do?
- · Could you please think about the last time, when...