

Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

Interviewing Skills

Course Overview

This course teaches delegates the fundamentals of interviewing.

Delegates will prepare themselves to interview a prospective employee by identifying the necessary skills and the type of personality that will fit best in the company.

Delegates examine the guidelines for interviewing candidates, researching references, handling difficult candidates, evaluating candidates, choosing objectively, and appropriately following up with all interviewees.

Course activities also cover understanding the laws regarding interviewing and selection-equal employment opportunity, pregnancy discrimination, disabilities, and immigration status-and functioning within their parameters.

Prerequisite

There are no prerequisites.

Duration

- 1 Day



Course Outline

Module 1: Fundamentals of interviews

- Selection interviews.
- Success factors.

Module 2: Planning and preparing

- Plan and prepare for an interview.
- Personality styles.

Module 3: Handling and conducting

- Handle an interview.
- Conduct an interview.

Module 4: Evaluating and deciding

- Evaluate a candidate.
- Make a decision.

Module 5: Following up

- Follow up after an interview.

Module 6: EEO guidelines

- Evaluate a candidate.

Module 7: Non-discrimination and interview questions

- Identify appropriate questions.

Module 8: Federal laws

- Americans with Disabilities Act.
- Immigration Reform and Control Act.