

Getting the Job - Interviewing Skills

Description

This one-day course is designed to expand the interviewing and related job preparation skills of participants, regardless of their workplace experience. Using a combination of instructor-led training, role-plays, case studies, and hands-on exercises, this course defines the steps to interviewing success.

Objectives

At the end of this course, participants will be able to:

- Explain the merit and process of pre-interview preparation.
- Identify methods interviewees can use to establish the underlying intent of interviewer questions
- Indicate manners in which interviewees can recover from 'flubbed' answers.
- Suggest appropriate dress for formal and informal interviews and interview locations.
- Identify appropriate responses to inappropriate questions.
- Introduce past experience, projects and hobbies related to a job requirement, to negate the lack of 'desired' qualities.
- Suggest manners in which the interviewer can be interviewed.
- Illustrate the logic and value of post-interview follow-ups.

Outline

- Elements of successful interview preparation
- The basis for traditional interviews and behavioral interviews
- Techniques for telephone, individual, and group interviews.
- Methods to determine the question behind the interviewer's question
- Identifying open-ended and close-ended questions, and when supplemental information is required
- Minimizing missing requirements through the introduction of related experiences, projects and hobbies.
- Recovery methods for 'wrong' responses
- Distinguishing between legal and illegal interviewing questions
- The value of interviewing the interviewer
- Follow-up etiquette