

Interview & Selection

What are the specific details?

Duration One day.
Cost £175.00 per person.

Do you want to hire great employees? Interviewing potential candidates is one of the most significant factors in hiring new staff and knowing how to prepare for and conduct a safe, legal job interview will enable you to select the best candidates for your vacancies.

Upon completion of this workshop you will be able to take effective charge at each stage of the interview, from defining the job requirements, conducting the interview and selection process.

Who is this course suitable for?

Suitable for learners with some awareness of this area who want to develop their knowledge to aid their employment opportunities and for those in employment as part of their continuous professional development.

Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

How is the course delivered?

The Business Solutions team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at our Centre for Leadership.

What will I gain from this course?

Upon completion of this workshop you will receive a Certificate of Attendance and easy to follow hand-outs.

What will I learn?

This workshop will cover:

Preparing for an interview

- Deciding on the job requirements
- Assessing a CV
- Considering applications
- Deciding on the style of interview
- Preparing questions
- Preparing yourself

Conducting an interview

- Opening an interview
- Evaluating an applicant
- Controlling an interview
- Reading body language
- Using tests

Analysing an interview

- Making a shortlist
- Arranging follow up interviews
- Matching an applicant to a job
- Making a final offer
- Dealing with unsuccessful applicants

For further information, or enrolment, please contact Business Solutions on:

☎ (01903) 273 732

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🌐 www.northbrook.ac.uk/BusinessSolutions

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