

Interviewing Skills

1 day

Description

This ILT Series course teaches students the fundamentals of interviewing. Students 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. Students 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.

Prerequisites

- *None*

Course Outline

Unit 1: Fundamentals of interviews

Topic A: Selection interviews

Topic B: Success factors

Unit 2: Planning and preparing

Topic A: Plan and prepare for an interview

Topic B: Personality styles

Unit 3: Handling and conducting

Topic A: Handle an interview

Topic B: Conduct an interview

Unit 4: Evaluating and deciding

Topic A: Evaluate a candidate

Topic B: Make a decision

Unit 5: Following up

Topic A: Follow up after an interview

Unit 6: EEO guidelines

Topic A: Evaluate a candidate

Unit 7: Non-discrimination and interview questions

Topic A: Identify appropriate questions

Unit 8: Federal laws

Topic A: Americans with Disabilities Act

Topic B: Immigration Reform and Control Act