

## Course Outline - **Interviewing Skills**

Description:	This interactive workshop enhances interview skills. It provides an opportunity to learn the different phases of interviewing: preparation and planning, conducting an interview, and follow up. The course is inter-active and includes a high level of student participation.
Objectives:	At the end of the course students should be able to plan and prepare for interviews; describe techniques for effective information gathering; design questions to facilitate the interview process; develop interview goals and define outcomes; structure and conduct interviews; identify personal factors that can contribute to successful interviews.
Pre-Requisites	No previous knowledge is required
Duration:	One day

### **Introduction**

The need for interviewing skills  
Common problems in selection

### **Planning and Preparation**

The job description  
The employee specification  
Sifting the applications  
Compiling questions

### **The Interviewing Environment**

On arrival  
Book an appropriate room  
Avoid interruptions  
Layout and furniture  
Keep an eye on the time  
Be prepared

### **The Interview**

Conducting the interview  
Interviewing skills  
Reviewing the interview

### **Following The Interview**

Using your notes  
Backing up your decision  
Other considerations  
Letting everyone know  
What if you draw a blank

