



Interview Techniques for Applicants (2 Days)

COURSE GOAL: Students will learn the optimum interview techniques.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course, the students will be able to:

- Prepare applicants for the interview process.
- Find out who applicants need to speak with about interviews, and who they should avoid speaking with.
- Approach interviews with an understanding of what interviewers look for.
- Ask the right questions of themselves, recruiters, and even potential employers to maximize their success.

KEY TOPICS:

I. Today's Hiring Authority and You

- A. What Today's Job Seekers Need to Know About Themselves and Their Competition
- B. What Today's Job Seekers Need to Know About Today's Hiring Authorities and Their Companies
- C. How and with Whom to Get an Interview
- D. Important Reminders About Interviews
- E. Acing the Initial Interview
- F. Supporters: Great Assets or Your Worst Nightmare

II. The Four Types of Qualifying Questions

- A. Can You Do the Job?
- B. Do I/We Like You?
- C. Are You a Risk?
- D. Can We Work the Money Out?
- E. Illegal Questions

III. Asking Your Own Questions of Yourself, Your Recruiter and Your Potential Employer

- A. Questions to Ask Yourself Even Before the Interviewing Process
- B. Questions to Ask Before the Initial Interview
- C. Questions to Ask in the Initial Interview
- D. Questions to Ask Yourself After Each Interview
- E. Questions to Ask in the Interviews Beyond the Initial Interview
- F. Questions You Can Ask at the Time of an Offer

- G. Questions You Must Ask Yourself When You Get an Offer**
- H. Reference Checking Your Next Employer**