

Interviewing Skills for Managers

Length: 1 Day

Summary: Every manager knows that to be successful, a company needs to build teams of employees who are the top in their field, work well together, and are happy in the company. However, it is often difficult for managers to find and hire the best people. In this course, you will practice techniques that will empower you to do just that—to hire the best candidate every time through strategies that will improve your success in interviewing. This can reduce or even eliminate significant turnover and allow your company to focus instead on achieving production goals. In this course, you will examine guidelines and strategies for making effective hiring decisions.

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- Prepare to interview.
- Conduct an interview and complete the interview process.

COURSE CONTENT

PREPARING TO INTERVIEW

- Define the Position Requirements
- Select a Strategy
- Choose Candidates for Interviews

INTERVIEWING A CANDIDATE AND COMPLETING THE INTERVIEW PROCESS

- Begin the Interview
- Interview the Candidate
- Select the Candidate
- Reconsider the Search