

How to Conduct a Job Interview

GoSkills online course syllabus

Sunday, May 19, 2024

Skill level

Basic - Advanced

Lessons

10

Accredited by

CPD

Pre-requisites

None

Video duration

41m

Estimated study time

2h for all materials

Instructor

TJ Walker

How to Conduct a Job Interview

1

Preparing for an Interview

Interviews are more efficient when you have key goals and distinguishing factors in mind for your candidates.

2

How to Begin an Interview

The first few minutes of an interview can help determine its success - start it off right.

3

Keep Interviews Timely and Focused

Interviews provide you with the best chance to record instant observations but ensure the meeting doesn't last longer than expected.

4

Prepare Your Top 5 Questions

Use this strategy to make your interview process more efficient, and to maintain fairness within your hiring process.

5

Finding Team Players and Cultural Fits

Identify people who will work well with you and help evolve your company, not people who simply match a specific type.

6

Avoid Asking These Questions

Keep the focus on your questions on the applicant's experience and fit for the job, and avoid anything personal or inappropriate.

7

Improve Interview Skills with Video Rehearsals

Use this process to improve your interview approach, presence, and confidence.

8

Use Colleague Feedback to Refine Your Approach

Share your video rehearsal to get helpful advice from coworkers regarding questions and your overall interview approach.

9

Conducting Online Interviews

Online interviews require specific kinds of preparation, but can easily be addressed in advance.

10

Conclusion

Recapping the main goals of this course to help you improve your interview skills.

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