

INTERVIEWING SKILLS

DAYS OF TRAINING: 1

PREREQUISITES: None

FUNDAMENTALS OF INTERVIEWS

Importance of interviewing skills
Success factors

PLANNING AND PREPARING

Planning for an interview
Preparing for an interview

HANDLING AND CONDUCTING

Handling an interview
Conducting an interview

EVALUATING AND DECIDING

Evaluating a candidate
Making a decision

FOLLOWING UP

Following up after an interview

EEO GUIDELINES

EEO guidelines
Non-discriminatory interview questions