

## INTERVIEW AND SELECTION

Do you want to hire great employees? Interviewing potential candidates is one of the most significant factors in hiring new staff and knowing how to prepare for and conduct a safe, legal job interview will enable you to select the best candidates for your vacancies.

Upon completion of this workshop you will be able to take effective charge at each stage of the interview, from defining the job requirements, conducting the interview and selection process.

### Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

### What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

### What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.

### What are the specific details?

**Price** £85.00

**Duration** 3 hours

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

[www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

### How do I enrol or get further information?

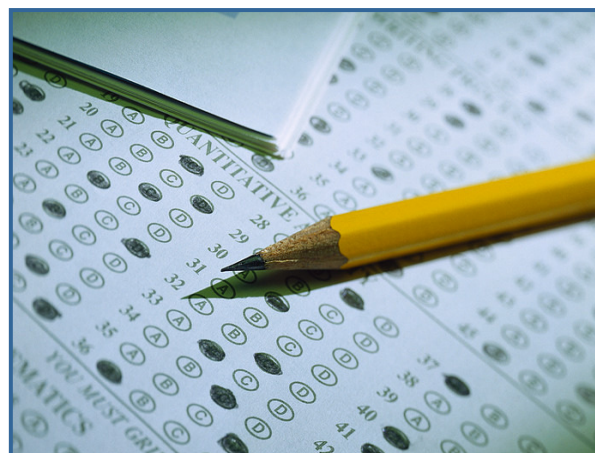
For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ [business.solutions@nbcoll.ac.uk](mailto:business.solutions@nbcoll.ac.uk)

🌐 [www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



### What will I learn on this course?

This workshop will cover:

#### Preparing for an Interview

- > Identify Objectives
- > Deciding on the job requirements
- > Deciding on how to recruit
- > Setting up a processing system
- > Assessing a Curriculum Vitae (CV)
- > Considering Applications
- > Selecting Interviewees
- > Locating Interviews
- > Deciding on the style of interview
- > Preparing Questions
- > Honing Listening Skills
- > Preparing yourself

#### Conducting an interview

- > Opening an Interview
- > Evaluating an Applicant
- > Controlling an Interview
- > Reading body language
- > Using tests
- > Closing an Interview

#### Analysing an Interview

- > Recording Impressions
- > Making a shortlist
- > Arranging follow up Interviews
- > Matching an applicant to a job
- > Making a final offer
- > Dealing with unsuccessful applicants
- > Assessing your ability