



Interview Skills Training

Throughout our lives many of us go through job changes. Seek opportunities. A crucial step, in this process is the interview, which plays a role in securing a job or transitioning to a field. By acquiring training and practicing skills you can enhance your chances of success during interviews.

This course provides guidance on the interview process covering everything from start to finish. It also delves into the activities before and after the interview itself. The course aims to explain the purpose of an interview, how to adequately prepare for its what interviewers look for in candidates and how they respond to types of questions. Additionally, it explores the impact of body language, appearance and behavior during interviews. Furthermore, essential interview skills such as communication proficiency, active listening abilities, addressing salary inquiries tactfully making an impression and managing anxiety are all covered.

Course Overview

The objective of this workshop is to equip participants with the skills and knowledge required to conduct interviews that ensure selecting the most suitable candidate for any given position. The course covers all aspects of interviewing; conducting an interview proficiently and skillfully eliciting information, from candidates through questioning. The course will also cover competency-based interviews. How to formulate questions that align with the job requirements.

By the end of the course each learner will be able to;

- Understand the skills, for conducting an interview.
- Prepare and plan for an interview.
- Make a positive first impression on candidates.
- Identify questions to ask and properly document their responses.
- Recognize what questions should be avoided during an interview.
- Select the suitable candidate for the job.

What to Do Before the Interview;

Participants will learn how to arrange and prepare for an interview. They will gain clarity on the type of individuals that the organization is seeking develop an understanding of career paths become familiar with what candidate's desire in their jobs and understand how important it is to maintain quality throughout the interviewing process.

The Purpose of an Interview;

In this session participants will explore why organizations invest time in conducting interviews.

What to Do During the Interview;

This session will provide participants with insights into interview structure. Highlight five aspects crucial, for successful interviewing.

Permitted and restricted questions

During this session participants will learn about the inquiries questions to be avoided and topics that should never be brought up during an interview.

Steps after the interviews

During this session participants will gain insights on how to assess candidates. This includes reviewing their performance based on a rating system maintaining objectivity and consistency in ratings and providing feedback to candidates.

Selecting the suitable candidate

Participants will understand how to reach a decision when it comes to choosing the person for the position.

Wrapping-Up the Workshop

To wrap up the session participants will have the opportunity to ask questions and develop an action plan.

Visit <https://paramountraining.com.au> for more information or call 1300 810 725