

How to Conduct a Job Interview

GoSkills online course syllabus

Sunday, December 22, 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.

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Conducting Online Interviews

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

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Conclusion

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

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