Manager's Guide to Interviewing Skills

Course Description

This course looks at the skills that are required to structure and conduct an effective recruitment process. It covers the importance of preparation before an interview and what to do in the follow-up to ensure successful recruitment.

Course Duration

This course is divided into the following modules and will take approximately 45 minutes to complete:

- Conducting Effective Interviews
- Check Your Understanding

Overview of Content

- The importance of preparing for and conducting effective interviews
- How to follow-up to ensure successful recruitment
- The importance of following up an interview to ensure a successful recruitment and selection process

Assessment

An assessment of multiple choice questions with comprehensive feedback are included in this course. A pass mark of 80% is required to successfully complete the course.

Who is it for?

This course is suitable for all managers.

To find out more, contact our sales team at: enquiries@delta-net.co.uk