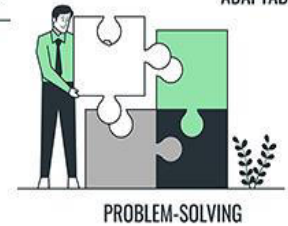


SOFT SKILLS



SOFT SKILLS

Interviewing Skills Course

Project Based Immersive Learning Course

Interviewing Skills Course Overview

Every organization desires to have a highly competent workforce that can drive growth and secure a strong market position. The success of any organization is heavily dependent on the quality of personnel hired. However, effective hiring requires proper training, time, and preparation. To make significant progress in your career, it is essential to refine your interviewing skills. The Interviewing Skills Course is specifically tailored to help you achieve this goal. This training program is designed to address the common mistakes made by untrained interviewers during job candidate interactions. Its primary objective is to emphasize the crucial role that interviews play in the hiring process. By completing this course, you will acquire the necessary expertise in this area.

Benefits of Interviewing Skills Course:

Interviewing Skills Training Course will benefit in the following ways:

- Learn effective strategies to attract top talent in the market.
- Gain the skills to design and conduct an interview process, identify the right candidate for the job.
- Learn how to greet candidates in a welcoming manner

- Develop the confidence to make a positive impression
- Understand your company culture and values
- Learn how to ask the right questions and probe for additional information during the interview.
- Develop active listening skills to ensure you gather accurate information.
- Understand the importance of following the hiring protocol
- Make informed decisions and provide the necessary information to managers for the final decision-making process.
- Learn the documentation and assessment processes required for successful hiring.

Who should learn?

- Recruiters
- Hiring / Line Managers
- OD Consultants
- HR personnel
- Team leaders
- Independent consultants
- Corporate professionals hiring people in the business

Why Interviewing Skills Course from Education Nest

- **Certificate Oriented Curriculum**
- **Real Time Project-Based Learning**
- **Live Interactive Learning**
- **Flexible Schedules**
- **One on One Doubt Clearing**
- **Lifetime Access**

- **24x7 Support**
- **Free Demo on Request**

Key Skills Covered:

- Communication
- Developing active listening skills
- Hiring protocol
- Business needs
- Strategies for attracting top talent
- Designing and running an effective interview process
- Demonstrating confidence and professionalism during the interview
- Questions and probing for additional information
- Conducting the interview in a warm and engaging manner
- Documentation and assessment processes

Interviewing Skills Course Syllabus

Module 1: (Introduction to Interviewing Skills)

- What are Interviewing Skills?
- Importance and benefits of Interviewing Skills and Techniques
- Difference between Interviewing Skills and Techniques
- Differentiate between soft and technical skills

Module 2: (The Value of Interviewing)

- Understanding the position you are hiring for

- Understanding the role and responsibilities
- Hiring the right fit for the organization
- Promoting growth and success for an employee

Module 3: (Different types of Interviews)

- Screening - Preliminary assessment of the candidate' s profile
- Telephonic Connect - In the interest of time and resources telephonically connect with the candidate
- Initial Discussion and fact-finding - Exploring skills, experience, and cultural fit
- Structured interview - To ask the questions set in advance
- Semi-Structured interview - To ask questions based on candidate' s response
- Unstructured interview - Having a list of topics but no questions to ask
- Behavioral - Interview to assess behavioral competencies to match the job requirement
- Individual / Face to Face interview - Upon initial screening and finding fitment
- Group/ Panel interview - Basis initial confirmation schedule interview with stakeholders

Module 4: (Making plans and getting ready for the interview)

- Gathering needs from the hiring manager or department
- Preparing job description
- Analyzing the candidate profile
- Making a repository of questions
- Aligning interview questions with the competencies required
- Collaborating with line managers
- Scheduling time for the interview and sticking to the timelines

Module 5: (Management and Execution of the Interview)

- Identifying candidate type

- Conducting the interview (interviewer is the face of the organization)
- Create a welcoming atmosphere
- Collecting candidate information
- Making notes during the interview
- Give chance to the candidate to ask any question
- Provide a timeline to come back
- Closing the interview

Module 6: (Common Interview Questions)

- Employment history
- Strengths and weaknesses of the candidate
- Career goals of the candidate
- Reason for wanting to join the organization
- Open and closed-ended questions
- Experience-based questions
- Hypothetical questions
- Competency-based questions

Module 7: (Figuring out the Candidate's Soft Skills)

- Building Rapport
- Positive attitude
- Professionalism
- Eye contact
- Communication skills
- Ability & willingness to perform the job
- Negotiation skills

Module 8: (Skills Required for Interviewing a Candidate)

- Maintain appropriate tone while interviewing

- Display active listening and be attentive to the candidate
- Assess the candidate's body language
- Be unbiased during the interview
- Giving positive feedback

Module 9: (Evaluation and Decision Making)

- Making the decision
- Referring interview notes
- Checking references
- Maintaining a record of the interview, reviewing feedback
- Using the performance scorecard during the interview

Career Support

Profile Building :

Experienced professionals are available to offer tailored assistance in crafting your CV and online profiles, taking into account your unique educational and experiential background.

Interview Preparation :

The upcoming interview preparation service will include personalized one-on-one sessions and the option for mock interviews if needed.

Job Referrals :

At Education Nest, we receive a variety of job requirements from diverse sources such as organizations, our clients, HR consultants, and a vast network of Education Nest

currently employed in different companies. We strive to meet these varied requirements to the best of our abilities.

Continuous Support :

We offer continuous support for as much time as you need it, and a considerable number of our learners receive multiple interviews offers and promising employment opportunities as a result of the abilities they gain during the program.