

Interview & 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 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 our Centre for Leadership based at our Broadwater campus.

What will I gain from this workshop?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance and easy to follow hand-outs.

What are the specific details?

Price £175.00 per person

Duration One day

For further information on other workshops, please visit our website:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For group rates from £75 per person, or enrolment, please contact the Northbrook Commercial Services team on:

☎ (01903) 273 114

✉ business.solutions@nbcol.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 Northbrook Commercial Services, Broadwater Road, Worthing, West Sussex, BN14 8HJ

What will I learn on this workshop?

This workshop will cover:

Preparing for an Interview

- > Deciding on the job requirements
- > Assessing a CV
- > Considering Applications
- > Deciding on the style of interview
- > Preparing Questions
- > Preparing yourself

Conducting an Interview

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

Analysing an Interview

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