

# Interviewing Skills

Course Length: 1 Day

**Prerequisites:** None.

## Course Content

### **Unit 1: Fundamentals of interviews**

**Topic A:** Importance of interviewing skills

**Topic B:** Success factors

### **Unit 2: Planning and preparing**

**Topic A:** Planning for an interview

**Topic B:** Preparing for an interview

### **Unit 3: Handling and conducting**

**Topic A:** Handling an interview

**Topic B:** Conducting an interview

### **Unit 4: Evaluating and deciding**

**Topic A:** Evaluating a candidate

**Topic B:** Making a decision

### **Unit 5: Following up**

**Topic A:** Following up after an interview

### **Unit 6: EEO guidelines**

**Topic A:** EEO guidelines

**Topic B:** Non-discriminatory interview questions

### **Unit 7: Federal laws**

**Topic A:** Americans with Disabilities Act

**Topic B:** Immigration Reform and Control Act

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*If you have any questions about this course, please call CompuTrain at (713) 349-9186.*