



# Interviewing Skills for Managers

Course ID#: 2000-123-ZZ-W

7 Hrs

## Course Content

### Course Description:

In this course you will cover: fundamentals of interviews, planning and preparing for an interview, handling and conducting an interview, evaluating and deciding about a candidate, following up after an interview, EEO guidelines & federal laws including Americans with Disabilities Act and Immigration Reform and Control Act.

### Prerequisites:

None

### Topics:

#### Fundamentals of Interviews

- Importance of Interviewing Skills
- Success Factors

#### Planning and Preparing

- Planning for an Interview
- Preparing for an Interview

#### Handling and Conducting

- Handling an Interview
- Conducting an Interview

#### Evaluating and Deciding

- Evaluating a Candidate
- Making a Decision

#### Following Up

- Following Up After an Interview

#### EEO Guidelines

- EEO Guidelines
- Non-discriminatory Interview Questions

#### Federal Laws

- Americans with Disabilities Act
- Immigration Reform and Control Act