



Interview Skills

Available In:

- ☒ English
- ☐ Spanish – material only upon request
- ☒ Videoconferencing

Interview Skills provides supervisors and managers the guidelines on how to prepare for the interview process to conduct an effective interview. The interviewer will have the ability to communicate with candidates on presenting the company, reviewing the company's culture and the roles and responsibilities.

This training provides topics to assist supervisors and managers develop strong interviewing skills to select the A player candidate that can hit the ground running for success. Management will gain the knowledge to assess and grade the candidate's qualifications, work experience, motivation and creativity for the hiring selection.

What trainees will learn:

- How to prepare for the interview process (before, during, after)
- How to create pre-employment assessments and grading scales for the selection process
- How to present the job description and company values effectively during the interview
- Learn about each interview question that you ask to understand the candidate's judgement
- How to identify a high performer or unlikely to be successful in the role
- What interview questions are allowed and not allowed to prevent risk
- How to present the first 90-day goals for the candidate to be clear of the job expectations
- How to be aware of your emotions and control them during the interview
- How to make a good first impression

How this training will benefit your company and employees:

- Support your management team to gain knowledge and confidence in making the right selection with an effective interview process
- Prevent continuous turnover and repetitive interviews to fill when hiring top talent
- Develop the interviewing skillset to attract candidates and retain new hires
- Prevent legal risks by creating a safe and appropriate interview

Who Should Attend?

- Supervisors
- Managers
- Human Resources Representatives
- Talent Recruiters

Class Duration: 8 Hours



MARY PEREZ, WORKFORCE DEVELOPMENT TRAINER - SBCCD

Mary's 25-year career in Human Resources includes a variety of industries – U.S. and global ecommerce, logistics, fulfillment operations, NASA space exploration, healthcare, government and entertainment. With her former positions as Director of Human Resources and a University of La Verne graduate, she has transitioned her knowledge to a fulfilling role at San Bernardino Community College District. She provides clients with HR and compliance training that can be applied to their organization, in addition to training and development for their employee's success!