

Preparing for a Job Interview

Course Description

Interviews are two-way processes, where the employer and the interviewee can both decide if they are a good fit. This short course will provide you with some useful tips for how to prepare for an interview including preparing answers to common questions.

The course also covers other things to consider in advance of the interview including planning how you will get there. It briefly covers some of the key differences between online and face to face interviews.

Learning Objectives

- By the end of this course, you will:
- Be fully prepared to attend a job interview whether face to face or online and recognise the similarities and differences between these scenarios.
- Understand to importance of preparation including travel plans, appearance, items that you need to bring and questions at the interview.
- Be able to tackle questions asked of you through effective planning and rehearsal.
- Show your competence and initiative by being able to respond with your own effective questions.

Target Audience

This course is aimed at people who are starting out in their careers or those who might need to refresh their interview skills after being out of the workforce for a long time.

Advantages

Online training is flexible, efficient and cost effective meaning the candidate can progress through the modules at their own pace and in their own time, so they can fit the training around their work and personal life.

Further Progression

Other courses that could be useful for those starting a new job could include Developing Teamwork, Customer Service and Introducing GDPR.

Modules

Course	Module Number	Module Name	Pass % Required
Preparing for a Job Interview	1	Preparation	70
Preparing for a Job Interview	2	Preparing for Questions	70

Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

Duration: 20 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)