

## How to Conduct a Job Interview

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

10

**Accredited by**

CPD

**Pre-requisites**

None

**Video duration**

41m

**Estimated study time**

2h

**Instructor**

TJ Walker

## How to Conduct a Job Interview

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1

### Preparing for an Interview

Interviews are more efficient when you have key goals and distinguishing factors in mind for your candidates.

2

### How to Begin an Interview

The first few minutes of an interview can help determine its success - start it off right.

3

### Keep Interviews Timely and Focused

Interviews provide you with the best chance to record instant observations but ensure the meeting doesn't last longer than expected.

4

### Prepare Your Top 5 Questions

Use this strategy to make your interview process more efficient, and to maintain fairness within your hiring process.

5

### Finding Team Players and Cultural Fits

Identify people who will work well with you and help evolve your company, not people who simply match a specific type.

6

### Avoid Asking These Questions

Keep the focus on your questions on the applicant's experience and fit for the job, and avoid anything personal or inappropriate.

7

### Improve Interview Skills with Video Rehearsals

Use this process to improve your interview approach, presence, and confidence.

8

### Use Colleague Feedback to Refine Your Approach

Share your video rehearsal to get helpful advice from coworkers regarding questions and your overall interview approach.

# 9

## Conducting Online Interviews

Online interviews require specific kinds of preparation, but can easily be addressed in advance.

# 10

## Conclusion

Recapping the main goals of this course to help you improve your interview skills.

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