

Effective Interviewing

Microlesson Outline – Supervisors

Microlesson

Learning Objectives

of Customizable Pages

Effective Interviewing

- Define what the hiring process will entail.
- Identify importance of interview preparation and HR consultation.
- Identify effective interview questions.
- Recognize different interview formats.
- Demonstrate the importance of balancing speaking and listening skills in an interview.
- Identify ways to conclude interview.
- Apply post-interview steps.

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