WAYNE STATE UNIVERSITY
HUMAN RESOURCES

COURSE OVERVIEW

COURSE NAME
Essentials of Interviewing and Hiring: *Interviewing Applicants*

COURSE DESCRIPTION
This course will provide **Talent Management Coordinators** with tips for working with interview teams, interviewing best practices and practice oportunities to demonstrate behavioral interviewing techniques.

LEARNING OBJECTIVES
As a result of this module, participants will be able to:
- Recognize the characteristics and benefits of behavioral-based interviewing
- Create an interview preparation checklist, including tips for working with interview teams in the region
- Develop behavioral-based interview questions for a given non-academic job using the STAR method (specific, task, action, results)
- Abide by the Office of Equal Opportunity's *Interview Questions and Inquiry Guide* to ensure only legally compliant, job relevant questions are asked of job candidates
- Develop a matrix for documenting, evaluating and comparing interview responses
- Demonstrate effective behavioral-based interviewing and documentation skills for an anticipated hiring need

PREREQUISITES
Prior to this module, it is recommended participants complete:

- Accelerate eCourse:
  - [Essentials of Interviewing and Hiring: Behavioral Interview Techniques](#) (1 hour, ID: hr_06_a04_bs_enus). It may be helpful to print the corresponding SkillBrief for reference when completing this course: [Behavioral Based Interviewing](#) (ID: hr_06_a04_bs_enus)

ADDITIONAL RESOURCES

There are several eLearning resources available through Accelerate Employee Development Tools (AEDT) to supplement this course. The recommended eLearning resources listed below are not required for this course but are helpful references that could be referred to as needed.

- Recruiting, Interviewing, Selecting and Orienting New Employees, Fifth Edition (ID: 45540)
    - o Chapter 6: Interviewing and Legal Considerations
    - o Chapter 11: Documenting the Interview

- High Impact Interview Questions (ID: 11925):
    - o Chapter 2: The What, When and Why of Competency-Based Behavioral Interviewing
    - o Chapter 3: Competency-Based Behavioral Interview Questions
    - o Chapter 4: Probing or Follow Up questions
    - o
- Interview Preparation Checklist