

COURSE OVERVIEW

COURSE NAME

Essentials of Interviewing and Hiring: *Screening Applicants*

COURSE DESCRIPTION

This course will provide **Talent Management Coordinators** with tools and techniques for screening applicants to ensure the best possible interview candidate pool for a given position.

LEARNING OBJECTIVES

As a result of this module, participants will be able to:

- Screen resumes based upon the open position's job requirements
- Identify red flags in a resumes and applications
- Prepare for initial screening interviews by developing job-specific questions and creating a template for capturing consistent responses across all applicants
- Perform an initial screening interview by phone or in-person
- Evaluate applicants to determine next level interview candidate recommendations

PREREQUISITES

Prior to this module, it is recommended participants:

- Complete Accelerate eCourse modules and SkillBriefs:
 - [Aligning Recruitment to Job Requirements](#) (7 minute course, ID: _pc_bi_hrbi001)
 - [Essentials of Interviewing and Hiring: Screening Applicants for Interviewing](#) (two course modules totaling 37 minutes, ID: hr_06_a01_bs_enus)
 - Screening Resumes for Job Requirements (20 minutes)
 - [Screening Applications and Resumes](#) (SkillBrief), ID: HR_03_A02_BS_ENUS
 - Screening Resumes for Red Flags (17 minutes)
 - [Screening Resumes for Red Flags](#) (SkillBrief), ID: HR_06_A01_BS_ENUS
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- Share any documentation tool/s used currently to screen applicants

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 & Orienting New Employees, Fifth Edition](#) (ID: 45540), Chapter 10: Exploratory Interviews, Telephone Screening Interviews, Video Screening Interviews and HR Interviews
- [EEOC Fact Sheet: Employment Tests and Selection Procedures](#) (2010)