Preparing for the Behavior-Based Interview: How to Get the Job You Want (1st Edition)

Course Specifications

Course Number: CCT–023_rev4.0
Course Length: Self-study or classroom training

Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

This book presents suggestions on how to prepare for an interview in which you will be asked to describe your experience with tasks valued by potential employers. The book also provides tips on researching companies and making a good impression even before the interview.

Course Objective: The learning objectives for Preparing for the Behavior-Based Interview are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The Objectives of this book are:

- To offer insight on how to get noticed before the interview
- To offer tips for interview preparation
- To provide coaching on how to respond to interview questions
- To explain how to ask questions that will increase your potential for job offers
- To describe follow-up techniques that will enhance the interviewer’s interest in you
Course Outline

Course Content

Introduction
The Behavior-Based Interview Process
Employee Objectives
What Are Behavior-Based Questions?

Phase 1: Preparation
Making a Good Initial Impression
Researching the Company
Understanding the Position Description
Writing Your Cover Letter
Developing Your Resume
Elements of an Effective Resume

Phase 2: Polishing Your Image
The P-A-R Technique
The P-A-R-T-N-E-R Technique

Phase 3: Responding to Questions
Taking Center Stage
Types of Questions
Purpose of Questions
Pet Questions
The Positive Approach
The Positive Twist Approach
Behavior Evaluation Criteria

Phase 4: Following Up
Closing the Interview
Response Options
Writing a Follow-Up Letter
Final Checklist

Appendix
Internet Resources
Action Verb Statements
Questions to Ask the Interviewer
Additional Reading

To find out more about all of the products and services from Masterskill, please visit www.masterskill.co.za