

Course : Preparing for a successful job interview

Practical course - 2d - 14h00 - Ref. UCH
Price : 1610 CHF E.T.

This training course will teach you how to present your career path in the best possible way, thanks to a series of simulated interviews. It will help you to feel more at ease in your exchanges with your interviewer, and thus boost your self-confidence.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Present your career path in the best possible light
- ✓ Preparing for a successful job interview
- ✓ Feel at ease when talking to the recruiter
- ✓ Arguing about knowledge, skills and experience
- ✓ Managing the steps following the interview

Intended audience

Anyone who is looking for a job and wants to practice their job interview skills.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Mock job interviews followed by personalized debriefings. Work on verbal skills and posture.

Course schedule

PARTICIPANTS

Anyone who is looking for a job and wants to practice their job interview skills.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Preparing for your interview

- Find out about the recruiter: company profile and key figures.
- Prepare your presentation.
- Draw up the questions you want to ask at the end of the interview.
- Think about what to wear to the interview.
- Calculate journey time and route.
- Mental preparation: anchoring and visualization.
- Prepare arguments to convince the employer.

Hands-on work

Interview preparation exercises. Experiment with anchoring and visualization.

2 Successful job interviews

- Greet your interlocutor with confidence and assertiveness.
- Adopt a professional attitude.
- Explain your career goals.
- Structure the presentation of your career path using the funnel technique.
- Be "true" and sincere without overdoing it.
- Demonstrate that your qualities/skills are appropriate for the position.
- The importance of verbal and non-verbal communication.
- Knowing how to position yourself in group interviews.

Hands-on work

Job interview scenarios.

3 Mastering the exchange with the recruiter

- Understanding the recruiter's posture.
- Making a good first impression.
- Know the recruiter's different attitudes during the interview.
- Anticipate the most frequently asked questions and respond appropriately.
- Arguing about knowledge, skills and experience.
- Answer the question about qualities and defects.
- Conclude the interview leaving a good impression.

Hands-on work

Putting the question-and-answer sequence into practice.

4 Anticipate and manage the stages following the interview

- Thanks after the interview.
- The purpose of the thank-you message.
- Managing reminders: how, when, how often?
- The form and content of the thank-you message.

Hands-on work

Exercise in writing a thank-you e-mail after an interview.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.