

Preparing For A Recruitment Interview

Introduction

This course gives you top tips on interviews and lets you try them out in practice. You will have the opportunity to sit on both sides of the interview desk, giving you a real understanding of what interviewers are looking for, how to spot the most likely questions and which answers are the most convincing. Feedback from the tutor and from others on the course will pinpoint any weaknesses and help you put them right.

What will you learn?

By the end of the course you should be able to:

- Understand and demonstrate recruitment interviewee skills
- Recognise recruitment interview questions and responses
- Recognise the importance of being prepared for a recruitment interview

Who is this course aimed at?

Employability courses at Fircroft College are aimed at helping you to enter and succeed in the world of work. They are suitable for anyone who wants to return to work, change jobs or seek promotion. We will show you how to make the most of the experience you have already and how to plan for the future. You can develop the teamwork, customer service and problem solving skills that employers in every sector say they are looking for. We can also help you with your performance in interviews.

What are the entry requirements? (If applicable)

There are no formal entry requirements for this course. However, this course is most suitable for people without any qualifications at level 2 or above (the equivalent of GCSE grade A-C).

How is it taught?

Interviews are a nerve wracking time for many. This course aims to prepare you for what to expect and give you more confidence, knowledge and skills to equip you for an interview. Starting from your experience of interviews; the course will use discussions, group activities, role plays and video recordings to help you develop your interview skills.

How will you be assessed?

Practise interviews and video interviews will form a key part of the course assessment, supported by your own descriptions of how to prepare for interviews. Information from group discussions and individual worksheets will also contribute to the assessment for the course.

What will you achieve?

If you complete the course successfully you will achieve 2 Open College Network (OCN) Credits at Level 1 or 2. The OCN Credits you achieve are part of a national system for recognising and accrediting the learning you have undertaken on this course. Once you complete this course you can build the number of credits you have achieved by undertaking further short courses as detailed below.

If you successfully complete all seven courses within the Employability Pathway you will achieve an NOCN Progression Certificate, a qualification recognised by all employers.

What can you do after this?

We strongly recommend that you take all seven courses in the Employability Pathway – the other six courses are Teamwork and Communication, Customer Service Skills, Problem Solving at Work, Fairness at Work, Building a Personal Career Portfolio and Personal Career Planning.

Following a pathway will help you get the most out of coming to Fircroft College. What you learn on one course will help you on the next. Your tutor will get to know you better and be able to give you more appropriate support and advice. You will also gain a NOCN Progression Certificate if you successfully complete all seven courses.

Who are the tutors?

This course is run by Helen Thompson or Anita Guy.

When does it run?

This is a three day course which includes two nights residency at the College. Courses start at 5.30pm on the first day and finish between 3pm and 4pm on the third day. Please check our website or short course guide for course dates. Alternatively you can contact our Short Course office.

Is there a cost?

This course is free if you are claiming certain types of benefits. Otherwise it is £40. All accommodation, food, teaching & course materials costs are included.

How can you apply?

For more information please contact the short course office on 0121 472 0116 or email shortcourses@fircroft.ac.uk. You can apply online at www.fircroft.ac.uk, by post or in person.

