

Effective Interviewing

Microlesson Outline – Supervisors

Microlesson	Learning Objectives	# of Configurable Pages
Effective Interviewing	• Define what the hiring process will entail. • Identify importance of interview preparation and HR consultation. • Identify effective interview questions. • Recognize different interview formats. • Demonstrate the importance of balancing speaking and listening skills in an interview. • Identify ways to conclude interview. • Apply post-interview steps.	6