

## Interview Skills Course Content

### Types of Interviews

Screening Interview  
Grouping Interview  
Behavioral Interviews  
Audition Interviews  
Interviews over lunch and dinner  
Full day interview  
Follow up Interview

Vocabulary building to encourage and communicate Effectively and Diplomatically

### The Interview Process

Greet  
Offer  
Answer  
Ask  
Leave

### What to prepare before interview

Research the Company  
Deciding What to Wear to Your Interview  
What to take or not take with you to an interview  
Practice answering questions  
The STAR method for answering questions  
Preparing your own questions to ask  
Aptitude & Reasoning preparation  
Logical Reasoning  
Verbal Reasoning  
Non- verbal reasoning  
Rapport building

### What to do during interview

The tone of your voice  
Body Language  
Answering question well  
Negotiation Skills

### Follow up Interview

Resume writing  
Self Confidence  
A Thank you letter  
Evaluating the job offer  
Accepting  
Declining