



School of Continuing Studies

Conducting an Effective Selection Interview

Upon completion of the workshop, participants will be able to:

- better prepare for an interview
- have more confidence in conducting a selection interview
- make sound assessment and selection decisions

Course Outline

Through lecture, discussion, exercise, role play and case study, participants will learn to:

1. Understand job requirements and identify success factors
2. Design interview questions
3. Create a right atmosphere for the interview
4. Conduct an interview more effectively
5. Assess candidates and make the right selection decision
6. Build a preferred employer image

Target Audience

Human Resource Personnel, Line Supervisors or Managers

Instructor

Instructors with relevant professional qualifications and industry experience

Medium of Instruction

Cantonese supplemented with English

Venue

Alameda Dr. Carlos D' Assumpção 335-341, Hotline Centre, 10/F, Macau
335-341 10

Course date & time

Class B. 31 Oct, 2015	Sat 10:00 – 13:00	Total hrs: 3
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Tuition Fee

MOP 450

Class Size

25 people

All fees are non-refundable and non-transferable. (The school has full right to withdraw any course anytime). Therefore, student is advised to consider carefully about the course time and personal situations before application.

Enquiries

Tel: 8796 1999 / 8796 1807

Email: scs@must.edu.mo

Website: <http://www.must.edu.mo/scs-tw/admission/diploma-certificate-programs/news>

The School of Continuing Studies develops life-long learning opportunities. Should you wish to receive information on our programs / courses, please send us an email (to scs@must.edu.mo) stating your email address in your email and "Join the mailing list" in the Subject line.

scs@must.edu.mo

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We also offer in-house training for corporations/Government Departments/schools, tailor-made with respect to your choices of topics, time, place, and group of attendees. Please contact us for more information.

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