

# Preparing for a Selection Interview

1 Day

BGSI

## OVERVIEW

This workshop will enable participants to prepare for a selection interview by providing them with tools and improving their skills when applying for a post.

## DESIGNED FOR

This workshop is designed for all staff concerned by internal mobility.

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- Write a quality CV and an application letter in response to a job announcement.
- Adopt an appropriate attitude when interviewed.

## TOPICS COVERED

### Writing the Curriculum Vitae

- Analysis and best use of the CV
- An efficient and relevant CV (learn rules of an eye-catching CV)
- Write a CV (write a high-level CV according to the job you target)
- The cover letter: key components, writing, evaluation

### Preparation for a Selection Interview:

- Challenges of the interview
- How to prepare the interview
- Matters and questions to be dealt with during the interview
- Relational aspects and interview techniques
- How to react to objections, to destabilising questions and to loaded questions

## EXTRA NOTES

*An equivalent course is available in Arabic and French. Please call us for details.*