



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Preparing for the Behavior-Based Interview (First Edition)

Course Number: AXO84–132 | **Days:** Self-study | **Prerequisites:** None

Description: This book presents suggestions on how to prepare for an interview in which you will be asked to describe your experience with tasks valued by potential employers. The book also provides tips on researching companies and making a good impression even before the interview.

Topic-Level Outline

Part 1: Preparation

- Making a Good Initial Impression
- Researching the Company
- Understanding the Position Description
- Writing Your Cover Letter
- Developing Your Résumé
- Elements of an Effective Résumé

Part 2: Polishing Your Image

- The P–A–R Technique
- The P–A–R–T–N–E–R Technique

Part 3: Responding to Questions

- Taking Center Stage
- Types of Questions
- Purpose of Questions
- Pet Questions
- The Positive Approach
- The “Positive Twist” Approach
- Behavior Evaluation Criteria

Part 4: Following Up

- Closing the Interview
- Response Options
- Writing a Follow-Up Letter
- Final Checklist

Appendix

- Internet Resources
- Action Verb Statements
- Questions to Ask the Interviewer
- Appendix to Part 3 Additional Reading

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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