



Conducting an Effective Selection Interview 如何透過面談挑選合適員工

Course Introduction 課程簡介

Selecting a wrong candidate is costly to the company, so it is crucial for HR personnel and Line Managers / Supervisors to possess the necessary skills to make a right hiring decision.

Learning Objectives 教學目標

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 課程大綱

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 對象 Human Resource Personnel, Line Supervisors or Managers

Instructor 導師 Instructors with relevant professional qualifications and industry experience
具相關專業資格及行業經驗的導師

Medium of Instruction 授課語言 Cantonese supplemented with English 廣東話輔以英語授課

Venue 上課地點 Alameda Dr. Carlos D' Assumpção 335-341, Hotline Centre, 10/F, Macau
澳門新口岸宋玉生廣場 335-341 號獲多利中心 10 樓

Course date & time 上課日期

| | | |
|-----------------------|-------------------|--------------|
| Class B. 31 Oct, 2015 | Sat 10:00 – 13:00 | Total hrs: 3 |
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Tuition Fee 課程費用 MOP 450

Class Size 收生名額 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. 所有費用一經繳交，恕不退還或轉讓（本院取消開辦該課程除外）。因此，報讀者於報名前，請考慮清楚上課時間及視乎個人具體情況而決定報讀與否。

Enquiries 查詢 Tel: 8796 1999 / 8796 1807 Email: scs@must.edu.mo

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

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持續教育學院致力開拓終身學習機會，如欲收到本學院之課程資料，可發電郵至 scs@must.edu.mo，並提供閣下之電郵地址，標題主旨為“加入通知群組”。

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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