



Interviewing Tips and Techniques

A Recorded Online Training Series for Job Seekers and Staff

Interviewing for a job can be a terrifying, stressful experience. However, with proper preparation and good interview skills, you can turn this negative event into a positive experience and possibly a new job. If you have an upcoming interview or if you are assisting someone who does, don't miss this **FREE** online training series—*Interviewing Tips and Techniques*.

How to Handle a Panel Interview

Learn tips for preparation, what to expect during the interview, and how to appropriately follow up when you are interviewing with multiple people at one time.

How to Handle a Video Interview

This online training will give you tips for preparation, how to properly set the stage and what to expect during this increasingly popular type of interview.

How to Handle Behavioral Questions

Behavioral interviews can be daunting. Learn how to prepare for these interviews, strategies to use during the interview, and some sample questions.

How to Handle Tough Interview Questions

How you answer a tough interview question can make or break your chances at the job. This online training will provide you with strategies to use and some example questions.



FREE, Recorded Online Training Series

Registration Required at www.ncworkforcetraining.com. See next page for registration instructions.



NEW STUDENT ACCOUNT

1. Go to www.ncworkforcetraining.com.
2. Click on **New Users Click Here**.
3. Complete ALL profile information.
4. Enter Security Image Code, click **Submit**.
5. A confirmation email with your User ID and password will be sent upon approval.
6. See below to enroll in a course.

RETURNING STUDENTS

1. Go to www.ncworkforcetraining.com.
2. Enter your User ID and Password, click **Login**.
3. First time users will be prompted to set up a security question and answer.
4. Click **Enroll in Courses/Events**.
5. Select your course, click **Enroll**, request special needs if applicable, and click **Submit**.
6. You will receive an enrollment confirmation via email.

REGISTRATION:

You must register online prior to a workshop, training class, or other special event. Confirmation of registration, with details, dates, times and location will be emailed one week prior to the session.

NCWorks Training Center course offerings are open to all in the NC workforce system unless specified as a closed training for a targeted group.

NC Works
training center



PAYMENT: Submit payment prior to the start of class by check or money order, payable to the NC Department of Commerce / Workforce. Name(s) of participants must be included on the check.

TRAINING SESSION CANCELLATION: We reserve the right to cancel or postpone sessions based on insufficient registrations or other unforeseen circumstances. You can transfer to an alternate session or registration fees will be refunded. Please allow six weeks for refunds to be processed.

CANCELLATIONS AND SUBSTITUTIONS: To cancel a registration or make a substitution, email ncwtc@nccommerce.com. Submit cancellations and substitutions in writing at least 48 hours prior to the session (unless otherwise specified) to avoid paying the full registration fee.

SPECIAL NEEDS: Please include special needs requests when you register online. We can only guarantee provisions for special needs when notified at least two weeks in advance of training.

LODGING: A list of convenient hotels is available at www.ncworkforcetraining.com/Lodging.aspx.



Do you have questions or need help with registration? Call the Training Center at 919-814-0399 or email ncwtc@nccommerce.com.

Equal Opportunity Employer Program.
Auxiliary aids and services available upon request to individuals with disabilities.