



EZ Access Tip
Are you ready to enroll in this training?

Log into [TRAIN](#) and search *Interactive Online Trainings*, then look under the *Career Advising-Interviewing* header.

Need help? Email us at: ncwtc@nccommerce.com



Interviewing Tips and Techniques: How to Handle a Panel Interviews

A FREE *Online Training* for Workforce Development Professionals

The art of job search and acquisition requires more than a great resume, attractive cover letter, and perfectly completed application. A great interview is an essential component in the job search equation. Like any good performance, a winning interview requires preparation, practice, and rehearsal!

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. Now available in 2 flexible formats:

- ***Recorded Online Training:*** Simply play and watch. This traditional video format is ideal for individual viewing.
- ***Interactive Online Training:*** Activities are designed to reinforce the lessons learned in the training video and provide a flexible, impactful, team-centered training opportunity.

You can host this training at your office, with your facilitator, and at your convenience! **Please contact [us](#) if you need assistance!**

Additional Registration details on Page 2.

NCWorks
Training Center

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.

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.