




# Office of Human Resources

## Interview & Selection Techniques—Getting Started

OHR PUBLICATION: 0007 • CREATED 01-12-2009 • OFFICE OF HUMAN RESOURCES • HRTRAINING@TOWSON.EDU

 =Shortcut  =Advice  =Caution

### Introduction

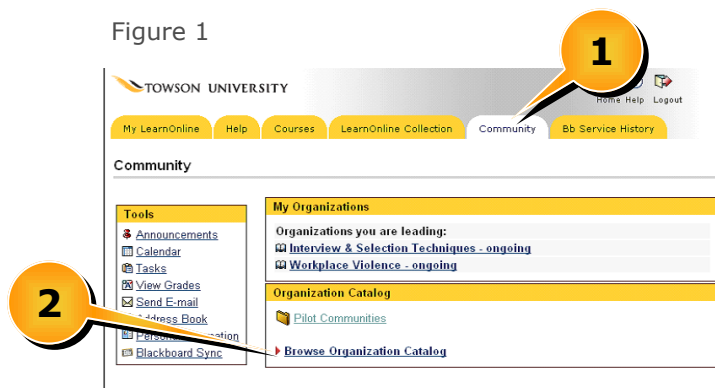
The process of recruiting, interviewing, and hiring staff is a critical procedure for department managers. To assist with this practice, we've designed an online course walking you through the process. The course guides managers through the stages of the search process, provides critical information, offers suggestions, tips, and examples, and offers the opportunity to apply this information through problem-solving and scenario activities.

### Accessing the Course

The Interview & Selection course is accessible in Blackboard. To get started, complete the following steps:

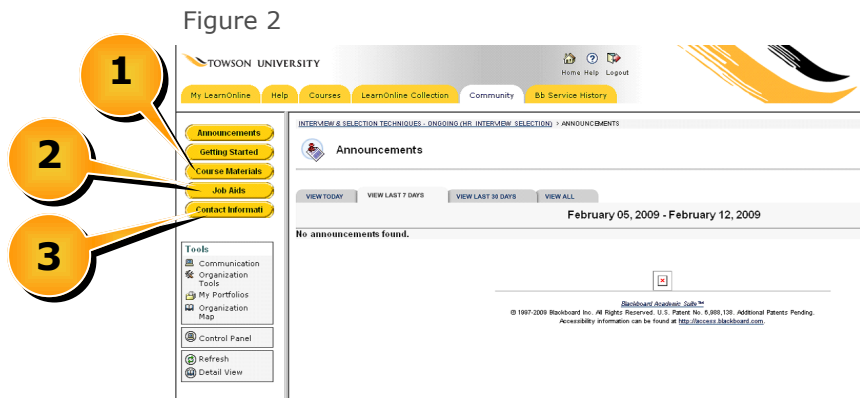
1. Login to Blackboard—from the TU home page, click on the Faculty & Staff link; on the next Web page, click on the Learn Online/Blackboard link
2. Enter your TU username and password
3. Click Login
4. Click on the Community tab at the top of the screen (Figure 1.1)
5. Click on the Browse Organization Catalog link in the Organization Catalog section (Figure 1.2)
6. Type Interview in the search area
7. Click Enroll next to the Interview & Selection Techniques workshop
8. Enter access code: towson
9. Click the Submit button
10. The Self Enrollment Receipt: Success screen will appear; click the OK button

Figure 1



## Navigating the Site

Use the tabs on the left side of the screen to navigate the course content. (Figure 2)



Click on the Course Materials link to access course presentations and quizzes. (Figure 2.1)

The course is comprised of four sections—Pre-Interview, Interview, Post-Interview, and Offer of Employment.

- ★ The four sections can be taken at once or individually. All presentations can be viewed sequentially taking all corresponding quizzes at the conclusion, or, users may view the presentation for each section and complete the corresponding quiz after each.

### Course Materials

1. Begin with Section 1 by clicking on the folder link. Review the presentation, print the PowerPoint slides for notes if desired, and complete the section quiz.
2. Repeat for Sections 2, 3, and 4.

Although course material can be viewed repeatedly and in sections, it is advised that each section presentation should be completed in its entirety.

### Quizzes

- ! A score of 75% or higher is required on each of the four quizzes in order to successfully complete the course. Quizzes are administered a single question at a time and include single answer, multiple answer, and true/false answers. Quizzes can be retaken as necessary to gain the passing score. Use the arrows at the bottom of the page to answer and advance to the next question. Click Submit when all questions have been answered.

### Job Aids

Specific documents are referenced throughout this course. Click on the Job Aids link to view and/or print specifically referenced documents. (Figure 2.2)

### Contact Information

For further information regarding this course, contact the Office of Human Resources. (Figure 2.3)