

## **Webcast #4**

### **“Best Interviewing Practices”**

**Synopsis:** Webcast #4 is designed to help managers and supervisors develop a plan and strategy for performing effective pre-employment interviews, rate and grade the most qualified candidates. This webcast will provide information on how to perform reference checks, discuss interviewing behavior and common mistakes associated with interviewing. In addition, the twelve Prohibited Personnel Practices as defined by 5 U.S.C. 2302 regarding the Federal hiring process will also be discussed.

**Webcast #4:** To view this webcast go to: <https://inside.fws.gov/go/post/R1-Diversity-and-Civil-Rights> Click on the “Webcasts & Training” link and then select “Webcast #4”. The presentation will open and immediately begin. To advance through the webcast from screen to screen, click on the directional icon in the Powerpoint toolbar located at the bottom of each screen.

**Quiz:** To receive one hour of EEO-related credit, managers and supervisors must complete the ten question (true/false) quiz with a minimum score of 70%. The last page of the quiz contains your test results. In order to receive one hour of credit for completing this webcast, your results page must be faxed to DCR at 503-231-2322 or sent electronically via emailed to: FW1\_DCR@fws.gov. Note: Quiz runs best in Adobe Reader 9.0 or later.

**Submitting Questions:** During the creation of this webcast every attempt was made to address possible questions. If, after viewing this presentation, you have unanswered questions regarding best interviewing practices, email Brian Lawler at FW1\_DCR@fws.gov or telephone 503-231-2260.

***“Remember that no question is too insignificant to be left unanswered.”***

**Webcast Survey Form:** The purpose of this survey is to provide DCR with feedback about this webcast. We appreciate your honest appraisal and welcome any additional comments that you wish to make. This information will help us to meet your future needs. Please return the survey form to DCR either by fax at 503-231-2322, or by electronic pdf file emailed to: FW1\_DCR@fws.gov.

<p>The content of this webcast is available in alternative format upon request to FW1_DCR@fws.gov or by calling toll free 1-888-812-5759.</p>
---