



Canadian Food Processors Institute

Food Processing Human Resources Council

ONLINE COURSE PROFILE

Title: Interview Skills for the Food and Beverage Industry

Description: This course addresses the many Interview skills and practices required for finding employment in the Canadian work environment.

This course provides strategies, tips, and guidelines for understanding the Canadian hiring process, developing effective cover letters and resumes, being successful in job search activities, knowing what to wear to interviews, and what to expect and do before, during, and after a job interview.

Who should attend? This course is applicable to all personnel who are looking for new employment opportunities or career changes in the food and beverage processing industry.

Duration: 1.5 hours

Learning Objectives: After the completion of the Interview Skills course, you will have learned and obtained the following skills:

- An understanding the five stages of the standard hiring process in Canada
- A knowledge of the various sources from which employers seek job applicant's means
- An understanding of the various formats importance and uses of cover letters and resumes
- Strategies for developing a professional looking, results-oriented resume
- Knowledge of appropriate interview attire
- Understanding of the importance and elements of good personal hygiene and grooming in an interview and the ensuring good workplace food safety
- Knowledge of the stages of the job interview, different interview formats
- The importance of posture and body language in an interview, and the types of interview questions you can expect
- Acceptable behaviour before, during, and after the interview
- Understanding that carefully planned and sustained job search activities will lead to interviews which will ultimately lead to employment!

The goal of this training is to provide knowledge, insights and strategies which will help clients apply for new employment positions in Canada's food processing industry.

Major Topics:

- Interview skills
- Cover letters and Resumes
- Preparing for interviews
- Interview styles
- Job search activities



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Evaluation Process

FPHRC is committed to providing relevant training in an appropriate and useable form for the food and beverage processing industry. This course has been developed because the subject area is one for which a need for training was identified. The course information and online format was developed with both the subject matter and prospective participants in mind. The FPHRC welcomes evaluations and comments as a method of fulfilling its mandate to provide relevant training for the food and beverage processing industry.

A course evaluation form about course material and delivery will be provided. Though this evaluation is optional, each participant is encouraged to complete a course evaluation to help us make improvements.

Knowledge Evaluation

Adult learners must be able to assess their own performance as they practice new behaviours and theories. Knowledge evaluation for participants will occur at the end of each course module and a final evaluation at the end of the course. Participants must demonstrate a minimum level of knowledge (70%) for the final course evaluation.