

INTERVIEW & SELECTION

Program Description

Overview:

How do you know if a job applicant will be a good employee when he/she comes to work for you? This program offers a practical process for going beyond your "gut" feeling (or just relying on your first impression) to increase your chances of hiring the **best** person for the job. After analyzing what competencies are needed for the job, we will cover what questions you can ask legally. We will then discuss the three question types and will practice writing questions for your interviews. Our emphasis will be on which questions will lead to the most beneficial, not superficial, information.

Objectives:

As a result of this program, you should be able to:

- Describe behavioral interviewing techniques & methods.
- Distinguish substance from "sizzle" in an interview.
- Ask questions that will lead to the best, most realistic information.
- Evaluate the information gained during the interview.
- Leave class with an outline for conducting an upcoming interview.
- Use more than a "gut" feeling when making your hiring decision!

Length: Workshop: 6-8 Hours