

MODULE #5

“How to Interview and Hire the Right Person Every Time”

SUMMARY

The more successful you are in choosing the right person for the job, the better you operate. The skills involved in interviewing are definitely learned skills. The more a manager and supervisor know about interviewing and selection processes the more successful they will be at hiring the right employees for the right jobs. Using actual jobs that are currently open in their departments add to the realism and application.

What the Attendees Will Learn During This Workshop:

- How to create the questions that provide the information needed from job applicants.
- How behavior style knowledge improves the chances of the right hire.
- How multiple interviews provide important and different perspectives.
- How to never hire on “gut” feeling.
- How to overcome interviewing prejudices.
- How to work with HR for early screening.
- How to “picture” the person in the job, during the interview.
- How to establish the interviewing atmosphere.
- How to determine the dos and the don’ts of interviewing.

What the Attendees Will Do During This Workshop:

- Utilize actual jobs they have open in their departments.
- Practice the interviewing concepts they learn during the training.
- Get one-on-one critiques on how they do.
- Discuss where past employees selection failed and what to do differently.
- Establish interviewing procedures for use after the workshop.

Major Benefits: The right person is hired at the right time for the right job cutting recruiting and training costs.

Logistics:

This training will be presented two times in the same day, as follows:

- 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM (Repeat session)