



Hiring the Best Candidates: Strategic Interviewing Techniques

People are a company's number one asset; therefore, ensuring that you are hiring the right person is critical to the on-going success and culture of the organization. The first step in securing the right people for your organization is the interview process. This workshop focuses on pre-interview preparation such as developing the interview questions, proper interviewing techniques, resume review, listening and probing etc. which will yield the greatest success in hiring the right candidate. Workshop length and content can be customized to meet your training needs.

How You Will Benefit:

- Recognize the costs incurred by an organization when a wrong hiring decision is made
- Develop a fair and consistent interviewing process for selecting employees
- Prepare better job advertisements and use a variety of markets
- Be able to develop a job analysis and position profile
- Use traditional, behavioral, achievement oriented, holistic, and situational interview questions

Let's Get Started?

1. Contact us to get more information
2. We will tailor the program for your audience
3. Execute the training solution

What You Will Be Covered:

- The cost of hiring errors
- Why use behavioral interview techniques
- How to get the information you need
- Advertising guidelines
- Communication skills
- Writing the interview questions
- Defensible resume screening
- Developing an effective interview format
- Interviewing techniques
- Asking questions and listening for answers
- Reference checks

What's Included?

1. Virtual or Classroom facilitation by an expert facilitator
2. Dynamic Interactive Experience
3. Specialized course workbook and materials
4. Personalized certificate of completion

Who Should Attend:

- Executives and Senior Level Managers
- Individuals in Management and Leadership roles who want to enhance effectiveness
- High Potentials