

interviewing purposefully

COURSE HIGHLIGHTS

- Determine how to effectively hire and onboard
- Learn how to evaluate skills, knowledge, and behaviors
- Identify source information on a resume and how to use that information
- Learn how to select appropriate and useful interview questions
- Gain insight into how to perform post-interview evaluations

THE DAY'S FORMAT

Discussion: Setting interview ground rules – 1 hour

Exercise: Using proper interview questions – 1 hour

Theory: Assessing performance – 1 hour

Exercise: How to use a resume – 1 hour

PRICE: \$250 per person

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UPCOMING DATES &
LOCATIONS

“When having efficient and competent employees are the key to success, it’s important that we pick the right people from the start.”

TAKE THE GUESSWORK OUT OF HIRING DECISIONS.

While a manager may be very knowledgeable in their field, that does not always mean that they have the proper tools and insight to hire the right people for the job. This course is designed for managers looking to gain this insight and further develop their interviewing skills.

Learning how to assess and forecast performance plays an integral part in the hiring process and can be the difference between a successful, thriving employee or an employee who ends up costing the company time and money.

By teaching managers what to look for and what questions to ask, this course can help managers utilize the interview process to make smart and beneficial hiring decisions.

