

“ H I R I N G F O R B E S T F I T ”

(V . 8)

This one-day course is designed to increase the hiring professional's ability to identify, interview, and select the best candidate for a position. This course uses a structured interview process that identifies past behavior as the best predictor of future performance.

Learning Objectives

- Understanding the "cost" of poor selection and high turnover
- Identifying past behaviors through focused questioning techniques
- Defining position requirements and communicating the organizational fit
- Preparing and planning for the interview
- Controlling the interview from start to end
- Understanding the legal side of interviewing: what you can and cannot say

	Outline	Time
One	1. Overview – Objectives – Outline - Introductions	8:00 — 8:30
	2. Great Managers are Great Recruiters	8:30 — 8:40
	3. Imagine the Cost of Turnover	8:40 — 9:00
	4. The Performance Cycle	9:00 — 9:05
	5. “The Three Dimensional Interview” Video (3:30)	9:05 — 9:10
Two	6. Sourcing Candidates Exercise	9:10 — 9:30
	7. BREAK	9:30 — 9:45
	8. Recruiting – Generational Differences - Entitlement	9:45 — 10:00
	9. Resumes: Review 3 resumes	10:00 — 10:20
Three	10. Preparing for a Structured Interview: Capability- Commitment-Chemistry Video (4:30)	10:20 — 10:30
	11. Core Leadership Competencies	10:30 — 10:45
	12. S.P.E.C. the Job	10:45 — 11:15
Four	13. The Legal Side of Interviewing	11:15 — 11:50
	14. LUNCH	11:50 — 12:50
Five	15. Five Steps to Conducting the Interview Video (15:00)	12:50 — 1:10
	16. Setting The Stage (Interview Planning Worksheet)	1:10 — 1:15
	17. Open Questions, Types of Questions	1:15 — 2:00
	18. Active Listening and S.T.A.R.	2:15 — 2:30
	19. BREAK	2:30 — 2:40
Six	20. The Interview Format: Managing Time and Bias'	2:40 — 3:00
	21. Review Quiz	3:00 — 3:15
	22. Team Interview Exercise	3:15 — 4:00
	23. Review Quiz	4:00 — 4:15
	24. Summary and Close	4:15 — 4:30

Audience	Length	Tools	# Participants	Format
Supervisors and Managers,	7 hours	Forms; Legal Slide Rule	12 — 16	Classroom, leader led, interactive, skills practice