

Hiring Excellence Workshop Solution

Description:

Finding and hiring qualified candidates for positions you have open is more difficult now than ever. Not only is the talent pool shrinking, but the expectations of younger candidates are different than those of years past. Even when you get qualified candidates in to interview, asking the right questions to determine if they're a good fit for your organization and the open position isn't easy. And what about difficult situations that come up, like when a candidate cries during the interview, or his/her references don't check out, or when you realize *none* of the people you interviewed is right?

In this one-day workshop, hiring managers will learn behavioral interviewing skills. They will know how to make the best possible hiring decision and handle everything that comes up along the way.

Topics:

- Ways to attract candidates in a tight labor market.
- Three goals of the interview.
- The key to excellent interviewing.
- Interviewing and the law.

- Title VII of the Civil Rights Act of 1964.
- Age and Discrimination in Employment Act of 1967.
- Americans with Disabilities Act of 1990.
- Five steps to analyze the job and prepare your questions.
- Preparing the interviewing setting.
- Five types of interviewers.
- Six steps of interviewing the candidate.
- Probes, verifying questions, and bridges.
- Qualifying candidates.
- Narrowing your options.
- Making hiring a process not a production.



This workshop will be customized to include your organization's specific hiring challenges and realities.

Audience:

Managers and supervisors who want a comprehensive look at a successful, legally-defensible hiring process. It can also be a refresher for hiring professionals.

Workshop Details:

- One day or two half days
- Pre-workshop assignments

Client Comment:

I have worked with several consultants on different projects and Mateffy and Company is exceptional in every respect. You designed and delivered a quality 3M Interviewing and Hiring Training Program.

Ellen M., Manager
3M Organization Learning Services

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