

INTERVIEWING FOR RESULTS

Hiring the right person for the job is harder than it seems. This important decision can be very costly in terms of money and morale if it's the wrong decision. Knowing what to look for in a candidate and asking the right questions are the precepts for success. Learn how to review resumés and plan your questions to get the most information that will help you forecast a good fit for both the individual and the organization.

Learning Objectives:

- Understand how the job requirements of the position impact what you are looking for
- Learn how to tailor questions to the candidate and win information
- Develop a clear, organized and uniform approach to interviewing to ensure fairness

Who Should Attend:

People managers who hire staff

How Will Participants Benefit:

- Gain focus, clarity and structure while interviewing
- Get the most out of interviewing time
- Make better hiring decisions and reduce turnover
- Gain self-confidence with candidates
- Improve questioning skills

Delivery Method:

Lecture, exercises, role-plays and group discussion

Duration: One day