

# HIRE RIGHT!



**ThriveWise**  
SOLUTIONS LLC

## “TIME SPENT ON HIRING IS TIME WELL SPENT” – Robert Half

Develop basic job description writing, interview, question, and selection skills.  
Understand the multiple process steps that result in hiring well.  
Avoid negligent or non-compliant hiring.

**Workshop for anyone who engages in the interview process!**

### WORKSHOP DETAILS

### LEARNING OBJECTIVES

#### Target audience

- New Managers
- HR and Line Management who recruit for teams or organizations

#### Time investment

- 30 minutes of prep work
- 2-hour workshop

#### Workshop format

- Live classroom
- Virtual classroom




#### Workshop features




- Education on recruitment and interviewing in the United States
- Setting up a compliant and effective hiring process
- Post workshop Interview Questions guide and helpful worksheets

#### Workshop participants will ...

- Review the benefits of hiring well and the impact of a poor hire
- Understand the compliance aspects of recruitment and hiring in the United States
- Identify the components of a well written job description and how to identify candidates who meet the qualifications
- Build foundations for interviewing, how to ask questions, and the selection process
- Explore interview etiquette, interview structure, and avoiding pitfalls
- Accelerate and enable hiring right for the organization!



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