

Leadership Training Associates

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How To Hire The Right People

OBJECTIVE:

Participants will learn specific skills and techniques that can be used to identify the best available applicants, conduct thorough non-discriminatory interviews and hire and promote the most capable people.

OUTLINE:

How To Conduct A thorough Interview

- Generating a pool of qualified applicants
- Asking the right questions
- Techniques that encourage applicants to talk
- How to evaluate what you hear
- Overcoming pitfalls and problems in conducting the interview

How To Ask Non-Discriminatory Questions

- Checking applicant references and employment history
- Designing a fair and thorough application form
- Getting the right information from interviews
- Avoiding complaints of discrimination

How to Hire And Promote The Best People

- Determining the exact skills required by the job
- Matching the candidate to the job
- Using a powerful tool....the assessment center

Gaining Confidence As An Effective Interviewer

- How to set appropriate interview goals
- Practicing newly acquired skills
- Generating confidence and success