



So You've Got A Job to Fill-- Behavioral Interviewing

seminar description

Organizations vary as to how much involvement supervisors have in the hiring process. At the very least, supervisors must know how to interview candidates. The focus of this workshop is on behavioral interviewing skills. In addition, the workshop reviews the entire hiring process from job vacancy to the new employee's first day on the job.

This seminar provides valuable and critical information and skill practice to dramatically improve the participant's skill in interviewing.

"I know the quality of candidates and the fit to our company will be better because of this training. I've heard about behavioral interviewing, but I didn't really understand until we practiced with the actors.

Thanks!"

*Manager, IS division,
International Exchange*

learning objectives

- Learn the key steps of the hiring process
- Learn to define the specific behaviors needed to fill a position
- Learn to structure interviews to gain maximum, behavior-based information
- Learn to write and use high-gain probing questions
- Learn to assess a candidate's ability and willingness to do a job
- Learn to evaluate information obtained from applicants to make a successful selection

learning methods

- Mini Lecture
- Individual Worksheet
- Skill Practice with Professional Role-players (Optional)
- Individual Reflection
- Small Group Discussion
- Large Group Discussion
- Action Planning for Improvement

for whom

- Executives
- Sales Managers
- Managers
- Supervisors

suitable for

- Meetings
- Retirements
- Training Seminars
- Luncheons
- Conventions
- Dinners

turning information into action