

## **Employee Training – Interviewing Skills – Hiring Right**

Employee Centric offers an Interviewing Skills training class for *any employee* who is involved in hiring and selecting new employees.

The class is designed for a half-day session, however, it can be modified to be offered in a one-hour condensed session for speaking engagements and company meetings.

Interviewing Skills is interactive and hands-on. Participants will leave with a better understanding of how to conduct legal, effective interviews that reduce the potential for turnover.

### **Program Objectives:**

By the end of the session, participants will understand how to establish an effective interview process and be able to:

- Choose the most effective approach to source your candidates
- Review available candidate material (resume, application form, etc.) to formulate questions
- Reduce poor hiring decisions using assessment tools and background checks
- Use feedback techniques to manage candidate responses
- Use an Interview Guide to organize information collection and candidate evaluation
- Ask effective, legal questions to obtain the information required
- Avoid tempting pitfalls in the interview process
- Follow a systematic interview approach to help ensure a good hiring decision

### **Program Outline:**

- Find out about the two main styles of interviews and different types of interview formats
- Review available candidate materials
- Review a list of precautions you should take when interviewing
- See how the ADA affects the way you handle interviews
- Ask effective, legal questions
- Use an interview guide to organize information collection and candidate evaluation
- Practice behavioral interview techniques

### **How Can I Get Started?**

Contact us for a complimentary consultation to find out if Employee Centric can work for your company.

[Sarah@EmployeeCentric.com](mailto:Sarah@EmployeeCentric.com)

804-513-5672

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