

## Who Should Attend?

The Selecting with Confidence program is designed for the interviewer with 0-3 years of experience to include Hiring Managers, Supervisors, Human Resource Professionals or anyone in the interviewing process.



To learn more about the Selecting With Confidence Interview Training Program, please contact:

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## Protect Your Organization

**The cost of turnover can be up to \*1-1/2 times an employee's salary!** What could the use of these questions cost your company both in potential litigation and turnover?

Has someone in your company asked the following questions in an interview and put your organization at risk of a lawsuit?

How old are you?

Do you have children?

Are you planning on becoming pregnant?

Are you married?

Are you currently practicing religion?

## Selecting With Confidence



**A structured approach designed to teach legal, accurate and successful interviews**



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# The H.S. Group

# We Provide Interviewers with the Skills to:

- ◆ Plan the facilitation of the interview
- ◆ Prevent being at a loss for what to ask
- ◆ Follow legal requirements during interviews
- ◆ Make recommendations based on past experience and accomplishments
- ◆ Ensure a consistent process among interviewers, utilizing a structured approach
- ◆ Identify key skills and eliminate duplicate questions in interviews
- ◆ Decrease unproductive time in interviews
- ◆ Improve the probability that the new hire will be satisfied and possess the skills to perform to the company's expectations
- ◆ Reduce the turnover and absenteeism that results from dissatisfied and unsuccessful employees

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## What do the participants think?

- ◆ "I learned a lot and felt that my attendance was very beneficial."
- ◆ "Very easy to relate to the presenter's stories."
- ◆ "I took away valuable information that I was able to share with my manager."
- ◆ "I felt the seminar was excellent. The material was well presented. There was a good combination of presentation with interactive group activities."

## The Agenda

- ⇒ The Cost of a Bad Hire
- ⇒ Conducting Legal Interviews
- ⇒ Common Mistakes in Interviewing
- ⇒ Interview Reminders
- ⇒ Preparing for the Interview
  - Identify competencies
- ⇒ Interviewer's Agenda
- ⇒ The Interview
  - The Basics
  - Building Rapport
  - Closed vs. Open-Ended Questions
  - Behavioral Interviewing
  - Phases/Concepts
- ⇒ Analyzing Job Skills
- ⇒ Evaluate the Interview and Candidate
- ⇒ Interpreting Interview results to make the right hiring decision
- ⇒ Behavioral interview exercise
- ⇒ Review and Quiz