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## Hiring the Right People for the Right Jobs

This program is designed to offer interviewing techniques that will assist managers to ensure they hire for fit, skill and knowledge. Hiring the right people saves money, time and effort. This program will teach you how to get the most from your recruiting dollars and your time.

### Program Content:

#### Introduction

- What is Interviewing?

#### Recruitment Activities

- Finding People, Reading Résumés, and Check References

#### Why Do Employers Use Behavioural Interviewing?

- Basic Principles of Behavioural Interviewing
- Why Behavioural Interviewing Works
- Traditional Interviewing
- Other Types of Interviews

#### Determining Key Success Factors

- What are Key Success Factors?
- How to Ask Questions Related to Fit, Skills, and Knowledge

#### What Can You Ask?

- Activity – Can You Ask the Following Questions?
- Types of Questions You Can and Cannot Ask

#### Developing Questions

- Building Questions that Create an Effective Interview
- Sample Traditional Questions
- Tips for Behavioural Questions
- Sample Behavioural Questions
- Types of Questions You Should Avoid
- The Top 10 Most Frequently Asked Interview Questions

#### Evaluating Candidates' Responses

##### Role Playing and Practice

- Building Questions to Use in Your Next Interview
- Determining What Responses You Are Looking For

##### Interview Practice

- Suggested Best Solutions
- Evaluation of Results and Goal Setting for Improvement

##### Legal Considerations – What You Need to Know

- Human Rights in Employment
- C-6 Privacy Act
- Recruitment
- Disabilities
- Employment Equity