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 Resumes
- Checking References

Why do Employers Use Behavioural Interviewing?
- Basic Principles of Behavioural Interviewing
- Why does Behavioural Interviewing Work?
- Other Types of Interviewing

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

What You Can Ask?
- Types of Questions You Can and Cannot Ask

Developing Questions
- Building Questions that are Effective in an Interview
- Tips for Behavioural Questions
- Types of Questions You Should Avoid

Evaluating Candidates' Responses
- Evaluating Observable Behaviour

Facilitation: 1 day (1 Gold Seal Special Industry Course (SIC) Point)