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Employment Selection and Interviewing

Prerequisites: None

Schedule: One-Day Session

Course Objectives

- Understand the importance of the interview
 - Establish a selection strategy
 - Prepare for the interview
 - Conduct an interview using behavioral style questioning
 - Understand EEO laws affecting the employment process
 - Understand legal versus illegal questions you may ask or not ask
 - Evaluate and select the right candidate
 - Understand the importance of the post-interview process
 - Practice conducting the interview through role-play situations
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This Course is for any manager, supervisor or specialist responsible for interviewing potential employees. It is designed to train participants to hire the right person for the right job in the most efficient way using behavioral style techniques. Poor selection procedures cost a company lost time, disruption of work and possible eventual employee failure. By learning to plan employee interviews and to evaluate, appraise and recommend candidates for employment, participants can have a direct effect on their organization's productivity and morale.