



Improve Interviewing

With unemployment at the lowest it has been in a decade, hiring the right people needs to happen quickly and decisively. The hiring process starts with clearly defining an open role and reviewing the job description. Managers will learn the importance of identifying key behavioral traits in order to write compelling job advertisements to attract applicants.

Participants will get the opportunity to craft sample interview questions and learn how to structure interviews in order to be consistent, informative, legally compliant, and attract new employees. In order to reduce time to fill, this session will highlight the ideal timeframe and process for managing a job opening all the way through an offer and new employee onboarding.

Outline

So You Have a Job Opening

- Defining the role – key behavioral traits and DISC considerations
- Setting your expectations for HR and candidates
- Mobilize your resources – engaging your network and passive candidates

Make Sure You Move Fast

- Looking ahead – how to fill a position in 4 – 6 weeks with your schedule
- Communicating with candidates and HR
- Understanding the candidate pool & candidate climate for your position

Interviewing

- The Recruiter's Role – Covering the Basics
- Learn about a candidate – legally – with quality questions.
- Creating interest in the role
- The Pros and Cons of panel interviews, multiple rounds of interviews, assessments, and other selection methods

Hiring

- Partnering with HR during the offer and negotiation process
- Staying in contact prior to onboarding
- Preparing for a warm welcome – getting your team involved, creating a training schedule, and setting the stage for engagement

Outcome



Understand the importance of clearly defining roles, required experiences and skills necessary to be successful, the interviewing process, how to successfully identify and hire the best candidate and set them up for success in a candidate's job market.