

Effective Interviewing and Hiring

You thought you hired a star employee who could see the big picture ... and instead they sweat the small stuff. You thought you hired a pro with the know-how to work independently ... and instead they need constant direction. Sound familiar? This is the ideal program for you, guaranteed to help take the guesswork out of interviewing and hiring. Boost your organization's competitive edge and save time, money, and frustration by matching the right person to the right job, all while staying legally compliant.



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| CEUs: 0.7 (6.5 hours) | HRCI Credits: 6.5 HR (General) | SHRM: 6.5 PDCs |
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Learning Objectives:

- Carry out interviewing responsibilities in compliance with fair employment laws.
- Identify success factors for a job.
- Prepare interview questions to identify if a candidate possesses the job success factors.
- Demonstrate behavioral interviewing techniques and ask exploratory questions to gain a depth of information from a candidate to make a good hiring decision.

Learning Options:

- Classroom training
- At your location

Who Should Attend:

- HR professionals, managers, supervisors, team members, or any employee involved in the selection and hiring of new employees or internal candidates.

Learn. Grow. Succeed.

Delivery options include learning at MRA, at your location, or online. Contact MRA to explore how this program may be customized to your unique individual and team training needs.



www.mranet.org

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Course Outline

- **Position hiring as a strategic business decision**
- **Outline the steps to a successful hire**
 - ◆ Plan, recruit, screen, interview, reference check
- **Examine the legal side of interviewing**
 - ◆ Including employment laws and interview bias
- **Assess job and organizational success factors, including defining competencies**
 - ◆ Technical, behavioral, and cultural/organizational
- **Practice your interviewing skills using behavioral interviewing**
- **Manage the final decision-making process and extend the offer to your perfect candidate**

“ I will be able to apply behavior-based questions, probing questions, and contrary evidence to my job. Loved the energy and knowledge of the presenter! ”



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**MRA**
Where HR Means Business.