

# Seminar

Selecting the right people is one of the most important decisions you'll ever make.

## You Will Learn How To:

- Recognize the influence of first impressions in the interview.
- Define jobs in behavioral terms.
- Examine three critical performance areas not found on any resumé.
- Apply the Interview Funnel™ questions to clearly identify competencies.
- Determine the candidate's fit with your company's values and culture.
- Validate responses by drilling down for further evidence.
- Increase interview effectiveness with culturally diverse candidates.
- Apply your knowledge of cultural differences to be more inclusive in any interview.
- Keep your interviews legal.
- Improve assessment effectiveness with all candidates.
- Make solid hiring decisions based on documented competencies.

## About the Company:

Since 1982, Management Team Consultants, Inc. has helped hundreds of organizations, from Silicon Valley start-ups to Fortune 1000s, gain a competitive edge in their interviewing, selection and hiring practices.

## Seminar Agenda

### Today's Challenges

Understand the impact of today's changing workforce, review dimensions of diversity and assess how these differences affect your cultural filter.

### Interviewing Concepts

Identify behavioral competencies, and learn to conduct selection interviews using behavioral competency interviewing.

### Strategy for Diversity

Learn how to expand your own cultural comfort zone and recognize how the defining characteristics of diversity can influence the interview process.

### Defining the Job and Candidate

Use a menu of competencies to develop a specific Job/Candidate Profile that focuses on essential functions and your organizational culture.

### Interview Procedures

Relax the candidate and keep your questions legal. Practice taking notes, and listen for evidence of competencies while watching a live interview.

### Interview Questions

Assess competencies in candidates using a variety of questioning techniques in the Interview Funnel™ and develop your own set of questions.

### Making the Decision

Create a candidate Balance Sheet that equips you with information to make the right hiring decision based on fit with a Job/Candidate Profile.



**Interview EDGE™**

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