

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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