

Hiring Outstanding Teams Business Skills

Course Length: 1-day (8:30am – 4:30pm)

Course Description

This course is designed for a first time manager who has to create a new team or complete an existing team. You want to locate and interview great candidates, hire the most qualified, and smoothly integrate them into the team.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Attract the right candidates.
- ✓ Conduct behavioral interviews to identify ideal candidates.
- ✓ Conduct situational interviews and use other employee selection techniques to identify ideal candidates. You will also evaluate candidates and hire your preferred candidate
- ✓ Integrate new team members onto your team

Course Content

Attracting the Right Candidates

- Assess Team Capabilities and Needs
- Initiate the Hiring Process
- Screen Candidates

Conducting Behavioral Interviews

- Prepare for a Behavioral Interview
- Conduct the Behavioral Interview

Conducting Situational Interviews and Other Employee Selection Techniques

- Conduct a Situational Interview
- Conduct Blended Interviews
- Evaluate Candidates
- Hire the Candidate

Integrating New Team Members

- Integrate the new Associate to Your Team
- Evaluate Your New Employee