



Toister Performance Solutions

Hire Right!

Interviewing Skills Workshop

Audience

Managers and supervisors who conduct interviews and hire employees.

Time

Half-day

Overview

The *Hire Right!* workshop provides managers and supervisors with the skills they need to conduct effective interviews. Participants will learn how to identify talented applicants while avoiding pitfalls such as illegal discrimination.

Learning Topics

- ✓ Appropriate and inappropriate interview questions
- ✓ Techniques to avoid inappropriate conversation topics broached by applicants
- ✓ Ways to sell the job and the company to each applicant
- ✓ Using resumes and applications to formulate effective interview questions