

Take Interviewing To a “Hire” Level

Wednesday, May 2, 2007
8:30 a.m. – 5:00 p.m.
Temple College – Downtown

\$165
(includes all materials)

Call 298-8616 or 298-8625 for
more information

Registration Deadline:
Wednesday, April 18



Essential Interviewing SkillsSM is certified by the Society for Human Resources Management's Human Resources Certification Institute (HRCI).



Essential Interviewing SkillsSM teaches participants competency-based interviewing

They will learn to:

- Ask interview questions that focus on job-related competencies.
- Recognize and gather complete examples of past behavior.
- Seek information about an applicant's motivation for the job.
- Use a variety of techniques to make a positive impression on the applicant.
- Avoid asking questions that might be illegal.
- Evaluate the data collected in the interview.

Applying these concepts/skills will enable you to:

- Use examples of an applicant's past behavior to predict future behavior in the job.
- Identify people who are likely to stay with the company over time.
- Make the interview a positive experience for the applicant
- Maintain legal standards in interviewing.



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