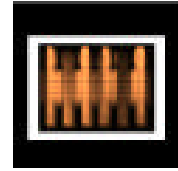


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## Hiring the Best Person for the Job

**R**ecruitment and selection practices impact everyone in your workplace. A solid foundation of both knowledge and skills is absolutely essential for anyone charged with these responsibilities. Offered in either workshop or presentation format, this session can help you successfully navigate the process of hiring employees. ... available exclusively from The WorkTrust™ Training & Speaker's Bureau.

### TOPIC PREVIEW:

#### Day One (planning)

- Understand the impact of recruitment and selection on organizations
- Identify the true costs of poor hiring decisions
- Identify job requirements
- Determine the qualifications needed to do a job well
- Determine where to source candidates
- Write an effective job ad

#### Day Two (Implementation)

- Develop an interview plan
- Develop interview questioning skills
- Develop a strategy to assess candidates
- Conduct and document an interview

### ➤ TARGET AUDIENCE:

Business professionals, human resources professionals, managers, supervisors, and executives, who have whole or partial responsibility for recruitment and selection should attend this session.

### ➤ SESSION LENGTH:

**OPTION ONE** - 2-day workshop

**OPTION TWO**- 1-hour presentation (suitable for meal or conference presentations).

Participants are welcome to register for either day one only (planning) or day two only (implementation).