



Contact McCloskey Partners today to discuss your training needs at 215-716-3035 x 0 or services@mccloskeypartners.com

Interviewing The Right Way! **Techniques That Help Managers Have Confidence When Hiring**

Let's face it, great leaders are great because they surround themselves with fantastic, talented people. *Here is a little-known secret:* most good leaders are not very skilled at interviewing. Making poor hiring decisions (and keeping bad hires) based on deficient interviewing skills costs every year. This interviewing skills training helps leaders develop proven skill sets to interview, find and retain the best candidates.

Program Objectives

- How to determine what skills are needed in your next new hire
- Understand the impact of interviewing and hiring the best applicants
- Learn the laws of interviewing & finding the right people
- Identify and use the tools and techniques available for interviewing effectively
- Use the right kinds of questions to uncover what you are looking for
- Learn and use a specific step-by-step process for interviewing that eliminates mistakes; using social media, Advertising and your network
- It's not about just recruiting, it's about retaining the right employees

CONTENT TO BE REVIEWED

1. **Hiring Workflow**
2. **Illegal questions**
3. **Interviewing:** Phone screening, face-to-face, panel/blitz
4. **The face-to-face interview:** Warming up, screening for hard and soft skills, behavior based questions, wrap up, evaluation
5. **Behavior based questions** – for example: Tell me about a time when..., Give me an example of..., Can you describe a situation where... Was there a triggering event that led you to apply for this position...
6. **Interpreting body language**
7. **Post-interview evaluation and follow up**
8. **Social media**
9. **Note taking**

Training Format

- Training generally is 1.50-2.00 hours
- Training to take place at client location or On Demand Webinar