

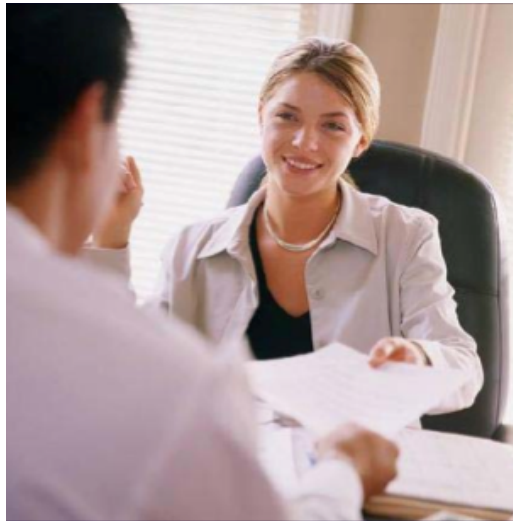


## Hiring the Right Employee Begins with the Interview

### Objectives:

By the end of this workshop, participants will be able to:

- Demonstrate the ability to accurately screen applicants and resumes
- Recognize the importance of the interview
- Apply the interview process
- Use proper techniques for checking references
- Explain legal aspects of the hiring process



## Summary

**Hiring the Right Employee** instructs supervisors in the importance of the interview, the financial impact of turnover, and how to re-direct an interview to keep it on track.

The course includes methods for detecting red flags, tests of the legality of certain interview questions, and guidelines to avoid liability. In addition, it applies helpful techniques for effectively interviewing candidates, including noticing word choice, tone, and body language.