



# The Frontline Leader's Role in the Hiring Process

Learn critical skills for making the right hiring decisions



**Your instructor:**

*Judy Hartley* has more than 20 years of hands-on experience assisting organizations with leadership and team development, as well as customer-focused process improvement initiatives.

*"Even if you are not a part of the hiring process yet, this workshop shows you a good way to go about it. Great class activities and interaction."*

Mark Stevenson,  
Fab Lead/ Supervisor,  
E.J. Ajax & Sons

When you follow an effective process for interviewing and selection, the chances are greatly increased that a good hire will be the result. The organization should see a reduction in costs due to turnover, retraining, and negative impact on department morale that often results when the wrong person is hired for the job.

**This interactive workshop will:**

- Raise awareness of two critical purposes of selection interviews:
  - To help an employer accurately assess a candidate's suitability for a position
  - To help a candidate accurately assess a position and/or a company's suitability for him/her
- Provide hands-on opportunity to practice defining requirements for a job, developing effective and appropriate interview questions and developing realistic job previews

**After completing this session participants should be able to:**

- Effectively help with job applicant screening and prepare for conducting appropriate and legal selection interviews
- Construct performance-based interview questions that are related to the essential requirements of a position
- Prepare information to share with job candidates to sell the position/company and manage expectations about the position/company
- Confidently conduct effective and legal interviews based on essential requirements of a position; avoid use of inappropriate/illegal questions
- Accurately assess job candidates' qualifications and suitability for a position

**Thursday, May 23, 2019 8:00 a.m. - 4:00 p.m.**

**Fee:** MA members \$329 per person Non-MA members \$449 per person  
*Receive a 10% discount if you register 14 days prior to the event*

**Location:** Manufacturers Alliance Training Center  
8421 Wayzata Blvd, Suite 190  
Golden Valley, MN 55426  
*(For directions and map go to [www.mfrall.com](http://www.mfrall.com))*

**Register:** Registration is required. Reserve on-line at [www.mfrall.com](http://www.mfrall.com), by 3:00 pm by May 21, 2019. *Your satisfaction is guaranteed.*

**Cancellation Policy:** *No refunds* for cancellations after 3:00 p.m., May 21, 2019, or for no-shows at workshop. *(Substitutions are accepted.)*