

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, November 21, 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)

Register: Registration is required. Reserve on-line at www.mfrall.com, by 3:00 pm by November 19, 2019. *Your satisfaction is guaranteed.*

Cancellation Policy: *No refunds* for cancellations after 3:00 p.m., November 19, 2019, or for no-shows at workshop. *(Substitutions are accepted.)*