

The Frontline Leader's Role in the Hiring Process

Online

Learn critical skills for making the right hiring decisions



Your instructor:

Jim Doyle blends his diverse knowledge, 25 years of experience and a deep passion for helping others to grow and achieve their goals. His corporate coaching and leadership development skills were refined inside manufacturing organizations including Cargill, Prime Therapeutics and St. Jude Medical. Jim's diverse experience helps manufacturing organizations large and small, build leadership and supervisory competence with the skills to improve execution.

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

Tuesday, March 16, 2021 9:00 a.m. - 12:00 p.m.

Fee: **MA members** \$235 per person **Non-MA members** \$335 per person
Receive a 10% discount if you register 14 days prior to the event

This workshop is online. Minimum requirements: Computer with speakers and/or headphones; dedicated screen for meeting time; Internet connection; ability to download Zoom.

Register: Registration is required. Reserve on-line at www.mfrall.com, by 3:00 pm by March 12, 2021. You will be sent login credentials in advance of the workshop. **Your satisfaction is guaranteed.**

Cancellation Policy: **No refunds** for cancellations after 3:00 p.m., March 12, 2021, or for no-shows at workshop.