

Continuum



Behavior-Based Selection and Interviewing

Who would gain from this presentation:

- *Front-line managers and supervisors responsible for interviewing.*
- *New supervisors and HR staff.*
- *HR professionals wanting a refresher.*
- *Companies looking to make better hires.*

Managers have to walk a very fine line when interviewing candidates for a position. They want to make the best hire they can but cannot stray into illegal questioning. This workshop focuses on the best way to gain quality information from a candidate...behavior-based interviewing.

Behavior-based interviewing is built on the notion that past behavior is the best predictor of future performance. In this workshop participants will look at and discuss where some traditional selection methods fall short, look at the role testing plays in the selection and interview process and how to begin to build a behavior-based selection system.

Some issues that will be presented are:

- Effective job descriptions.
- Legal vs. illegal questions.
- Conducting a good interview.
- Preparing for candidate's questions and more.

Attendees will be provided with tools and resources so that they may continue to develop their understanding of this very effective method of interviewing.

*What people are saying about **Behavior-Based Selection and Interviewing**:*

"I liked the specific examples given by the instructor to add to the booklet."

"I like the sample forms."

"I appreciate the information on legal vs. illegal questions and the list of resources."

"I'm inexperienced at interviewing because I'm a new supervisor; this really helps with generating questions and format."

"I enjoyed the information about the dimension matrix and focus on behavior-based questions."

"In my next round of interviews I plan to focus on behavior-based questions."

"I will be re-writing most of my scripted interview questions."

"It's always great to hear other participants' experiences and practices."

"I will look at job descriptions regularly and revise interview questions."