



**Course Title:** *The Hiring Process*

**Course Description**

The class is designed to give you the information that you will need to select the best candidate for any position. Although you'll get an overview of the entire selection process and a review of some of the tools that you will use to help you make your selection, the class will focus on how to effectively prepare for and use the structured interview.

**Learning Objectives**

In this course you will learn:

- The steps in the selection process and identify critical components of the process
- How to identifying critical competencies—the skills education, experience that is absolutely needed for success
- The basics of the three phases of the structured interview
- Tips for selecting the best candidate

**Open to:** Hiring Managers and Supervisors

**Competencies Addressed:** Managing Diversity, Performance Management, Communicating Effectively, Problem Solving/Decision Making

**Length of Class:** Four Hours