



**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**

- Overview of the Selection Process
- Introduction to the Structured Interview
- Tips for Selecting the Best

**Open to:** Hiring Managers and Supervisors

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

**Length of Class:** Four Hours