



Hiring Strategies Workshop

Successful companies are made up of great employees, so why not hire great employees? Hiring and training employees is an expensive venture. Be sure to hire the right person for the right position. Hiring the right person is more about skills and abilities; it is about finding the right combination of skills, attitude, and fit for your organization's culture.

Hiring Strategies will save your company time and money as you will be recruiting and hiring the right candidates. Your hiring department will benefit from this workshop as it prepares them to seek out that great candidate and make sure they are a fit for your company. Your participants will obtain the necessary tools required in finding that diamond in the rough.

Workshop Objectives:

- Know how to present the current open position
- Develop a workable hiring strategy
- Know how to determine which candidates to interview
- Steps and techniques to use in an interview
- Welcome newly hired employees
- Find potential candidates for the position

For more information or to reserve your spot in this workshop, please contact:

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Pre-Assignment

Module Two: Defining and Knowing the Position

Know the Position
Needs Analysis
Job Analysis
Task Analysis
Case Study
Module Two: Review Questions

Module Three: Hiring Strategy

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Salary Range
Top Performers
Be Prepared
Case Study
Module Three: Review Questions

Module Four: Lure in Great Candidates

Advertise Where Candidates Visit
Develop Corporate Citizenship
Treat Your Candidates Well
Look at the Competition
Case Study
Module Four: Review Questions

Module Five: Filtering Applicants to Interview

Put Lots of Weight on Cover Letters
Grading Resumes
Internet Search
Initial Phone Interview
Case Study
Module Five: Review Questions

Module Six: The Interview (I)

Introduce Everyone
Use a Panel
Match the Interview to the Job
Types of Questions
Case Study
Module Six: Review Questions

Module Seven: The Interview (II)

Tell Me About My Company
Distractions
Interview More Than Once
Wrap Up
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Module Seven: Review Questions

Module Eight: Selection Process (I)

Testing
Look for Passion and Enthusiasm
Background Checks
Trust Your Instincts
Case Study
Module Eight: Review Questions

Module Nine: Selection Process (II)

Education Level vs. Experience
Have a Consensus
Keep Non-Hires on File
Checking References
Case Study
Module Nine: Review Questions

Module Ten: Making an Offer

Do it Quickly
Employment Details
Notify Rejected Candidates
Be Creative
Case Study

Module Ten: Review Questions

Module Eleven: Onboarding

Training and Orientation

Mentoring

-- Day Reviews

Make Them Feel Welcome

Case Study

Module Eleven: Review Questions

Module Twelve: Wrapping Up

Words from the Wise