



Hire On Target - Effective Interviewing Skills **Offered by Silvers HR, LLC**

Course Description

This 2 ½ hour course is designed to teach you the “hard” and “soft” side of screening and interviewing job applicants. We cover the basic employment law allowances and restrictions, as well as the most effective interview questions to get to the heart of the candidate’s fit for the job.

Who should enroll?

Supervisors, managers, business owners, HR specialists

Workshop highlights include:

- Determining the Candidate Profile
- Job application/resume - Important areas of concern
- Overview of Selection Process
- Before the Interview – What to prepare
- Types of Questions – Getting to the heart of the matter
- Interviewer Biases

- What are the legal issues around recruiting?
- 7 Steps to an effective interview
- Case study – students conduct mock interview and give feedback

Contact us at (916) 791-8506 for more information