



Hiring Smart:

Behavioral Interviewing Techniques

This workshop concentrates on the pre-interview preparation, developing questions and their value, the interview techniques that get specific, behavior-based examples of past performance, and the strategies that follow through on this process. This workshop takes the behavioral interview even further with a twelve-step process to hiring top performers.

How You will Benefit:

- Have a process for creating competency requirements for any given position
- Understand why behavioral interviews are two to five times more accurate than traditional interviews.
- Identify the principles of behavioral, performance-based selection methods.
- Recognize the pattern of behavioral questions and use this pattern to design job-specific, behavioral, performance-based questions.
- Enhance professional interviewing skills with effective communication strategies and behavioral interviews techniques
- Develop a defensible scoring and evaluation process

What You Will Cover:

- The cost of hiring errors
- Why use behavioral interview techniques
- How to get the information you need
- How to identify competencies and performance dimensions
- Testing
- Writing the interview questions
- Defensible resume screening
- Developing an effective interview format
- Ethical and legal issues
- Interviewing techniques
- Reports vs. proposals
- Reference Checks

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$2,000.00 onsite up to 12 people.
\$300.00 per person offsite, plus applicable taxes. **Prices and dates are subject to change.*

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