

Manager/Supervisor | Training & Development Offerings

Selection and Staffing (1 Day)

Getting the right people in the right jobs is one of the most important responsibilities for managers/supervisors. Effective recruitment strategies are crucial but are not enough. Managers must know how to conduct effective interviews – knowing what to ask and what not to ask – and how to factor in employment history, educational background and other job-related factors to make the most effective selection and hiring decisions.

INTENDED AUDIENCE

Supervisors or managers who want to improve their ability to interview candidates and select employees.

DURATION

1 day

WHAT PARTICIPANTS WILL LEARN

Selection and Staffing is an interactive session that helps managers and supervisors do a better job of interviewing and selecting employees. Managers and supervisors attending this session will:

- Learn to identify the skills, competencies and critical job behaviors for open positions
- Be able to conduct behavior-based interviews to evaluate candidates' match to job requirements and critical competencies/behaviors for the job
- Be able to design and build an effective interview process to support the hiring decision
- Know how to conduct consistent, fair and legally compliant interviews
- Know the steps to take to make legally defensible hiring decisions
- Effectively engage new employees by getting them on board and productive in the critical first few weeks of employment

TO REGISTER

To register for this program e-mail BDTraining@landolakes.com or call 1-800-328-1341.

QUESTIONS

Contact your Business Development Manager.

SELECTION AND STAFFING MODEL



AGENDA FOR SELECTION AND STAFFING

A.M.	Program Introduction and Welcome
	The Selection Process
	Interviewing – What Can I Ask in an Interview?
	Interviewing – Using the Behavioral-Based Interview
	Gathering Data
P.M.	Tracking the Interview
	Asking Follow-Up Questions
	Analyzing the Data/Making the Hiring Decision
	Skill Practice
	Onboarding New Employees