

From Interview to Hire



Course Number:	MTS NC 301	Scheduled Sessions:
Cost Per Person:	No Charge/Participating, \$188/Non-Participating	
Eligibility:	Managers & Supervisors	7/23/19
Instructor:	Kelly Fredericks	09/10/19
Length:	8:30 am – 4:30 pm	11/14/19
Certificate Series:	Leadership Development Certificate	1/16/20
Location:	Des Moines, Hoover State Office Building, Level A	3/19/20
		5/21/20

Overview:

Almost everything in your agency depends upon the competency of your employees; therefore, the people you hire is critical to your success.

In this course, you will learn to develop a structured process to use in screening, interviewing, and hiring to ensure you find and start to retain the best employees available to you.

Objectives:

- Identify key interview procedures
- Develop an understanding of legal issues surrounding interviewing
- Develop behavioral interview skills
- Relate the overall hiring process to the interview process
- Understand how to make the best hiring decision
- Identify available resources for the various stage of hiring