

# Hiring Strategies

Even the most experienced managers and human resources personnel can still have difficulty finding and hiring the perfect candidate for an open position. It can be difficult to determine if they will be right for the job or work well with the rest of the team. By learning how to utilize the information we have to find the best candidates and reviewing not only the job requirements, but the candidate's attributes, you can hire the best people for your company.

At the end of this workshop, participants should be able to:

- 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

## Course Outline

- Defining and Knowing the Position
- Hiring Strategy
- Lure in Great Candidates
- Filtering Applicants to Interview
- The Interview
- Selection Process
- Making an Offer
- Onboarding

Being the new hire at work can be just as terrifying as being the new kid at school. But having some sort of 'welcome wagon' can help the transition go smoothly and make the employee feel more at home.



## **2 Day Workshop**

### Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Wrapping up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations