

AUDITION

Selecting the right person for the right job in the right company



	Strategically Customized?	Modules	Key Learning Outcomes	Activity Description
30 minutes		Learn about various laws that impact the hiring process	<ul style="list-style-type: none"> Gain the ability to discriminate between legal and illegal questions Understand the role of manager as legal representative of the company during interviews 	<ul style="list-style-type: none"> Before the workshop, participants complete a reading assignment on the dos and don'ts of interviewing. Participants take a legal quiz; facilitator and company HR representative lead a discussion about the legal issues.
60 minutes		Consider the costs and ramifications of poor hiring decisions	<ul style="list-style-type: none"> Identify the associated expense (hard costs and opportunity costs) and the consequences of poor hiring decisions 	<ul style="list-style-type: none"> Participants describe in writing their own personal experience with a great hire and a poor hire. They then explore the costs of poor hiring decisions.
60 minutes		Learn the three key areas to explore during an interview	<ul style="list-style-type: none"> Learn how the application of <i>Can Do</i>, <i>Will Do</i>, and <i>Will Fit</i> can help in selecting the best candidate possible 	<ul style="list-style-type: none"> Using a learning map, +/- cards, and group discussion, participants discover the three critical areas of exploration: <i>Can Do</i>, <i>Will Do</i>, and <i>Will Fit</i>.
90 minutes	√	Build skill in analyzing a job profile for <i>Can Do</i> and <i>Will Do</i> aspects	<ul style="list-style-type: none"> Build the skills to analyze a job description for the critical competencies and motivators 	<ul style="list-style-type: none"> Using their new skills, participants write an interview guide for an actual position for which they will interview candidates. Participants use a customized competency guide for selecting key competencies for that job..
120 minutes	√	Discover the power and nature of behavioral interviewing	<ul style="list-style-type: none"> Learn how to create appropriate behavioral questions that align with various competencies and motivational dimensions Demonstrate the ability to ask behaviorally-anchored questions 	<ul style="list-style-type: none"> Watching two rounds of videotaped interviews helps participants discover the differences between traditional and behavioral interviewing. Using their completed interview guide for an actual position, participants create behavioral questions and then practice peeling the onion until the candidate has provided a complete picture of a situation, actions taken, and outcomes realized for a specific competency or talent.
120 minutes		Build <i>peeling the onion</i> and response analysis skills	<ul style="list-style-type: none"> Build skill in evaluating candidates' responses, using the <i>Situation, Action, Outcome</i> process 	<ul style="list-style-type: none"> Participants watch a segment of a videotaped interview and then rate the candidates' responses against a set of objective criteria. In group discussion, participants compare their individual ratings in order to build inter-rater reliability. Participants continue their interviewing skill-building.