

Hiring the Best

Course Description: This course presents a structured process for hiring the best candidate for a job. The process is based on a behavioral approach to hiring and reviews compliance issues associated with each component of the process.

Audience: Any supervisor or manager who participates in the position analysis and selection and hiring of employees.

Objectives: At the conclusion of the program participants will be able to:

- Analyze a job to identify minimum technical and performance skills.
- Prepare applicant selection criteria for the skills identified in the job analysis.
- Write interview questions that are legal and focus on behavior relevant to applicant qualifications.
- Screen applicants for interview.
- Conduct an employment interview using prepared interview questions.
- Select a pre-employment test.
- Select the most qualified candidate for a job, based on information obtained during an employment interview and from references.
- Make a job offer that is not an implied employment contract.

Delivery Options: This course can be delivered in the classroom and is also a [self-paced online course](#).

Note: *Hiring the Best* is printed on demand as ordered. The Participant's Handbook(s) and Trainers Guide may not be returned to ABA.

Participant's Handbook (c) 2007

Catalog #3004214

\$57.50 List Price

\$36.75 Member Discount

Trainer's Guide

Catalog #3004215

\$135 List Price

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For more information about this product, please contact the Education Department at (501) 376-3741.