

Priceless Professional Development Presents:

# Hiring Winning Talent

(Online or Classroom Program)

*“It’s really critical that our new hires ‘hit the ground running.’ We invest a lot of time and energy to make that happen. So why do we still end up with hires that don’t perform or fit in? There must be a better way.”*

A successful hiring process doesn’t start with the job posting and doesn’t end when a candidate has been selected. Before an open position is advertised, an efficient and consistent hiring process must be in place. That process will enable a manager to identify the job competencies, build the interview questions, and develop the hiring strategy required to win a really qualified new employee who performs well and fits in from day one.

## Companies Using This Program:

Advanced Micro Devices  
Applied Materials  
Nortel Networks  
Blue Cross & Blue Shield  
Cypress Semiconductor  
Guardian Health Group  
HewlettPackard  
Hitachi Micro Systems  
Informix  
Intuit, Inc.  
Levi Strauss & Co.  
LSI Logic Corporation  
McKesson  
Novell  
Oracle  
SBC  
Providian Financial  
Seagate Technology  
Solectron Corporation  
Sony  
Sun Microsystems  
Synopsys  
United Health Care  
Verizon

## Program Description

### Classroom (1 day) and/or Online (3-4 hours) Available:

- 1. Selecting For Retention**
  - Who is Top Talent?
  - The selection process and the manager’s role
- 2. Defining What You Are Looking For**
  - Screening for Corporate Competencies
  - Position description
  - Developing Job Competencies
  - Creating effective interview questions
  - Competency based questioning
- 3. Planning the Interview**
  - The Hiring Strategy Meeting
  - Sourcing
  - Resume Screening
  - Team Interviewing
  - Fair Employment Practices
- 4. Conducting the Interview**
  - Interview do’s and don’ts
  - Creating an Appropriate Climate
  - Key Steps for Conducting the Interview
- 5. Making the Selection**
  - Evaluating the Applicant
  - Making the Offer