

# WORKSHOP THREE



## Hiring Manager's Interview Playbook



In today's global marketplace, businesses are facing significant challenges in attracting talent and effectively interviewing to hire quality candidates. Companies are already facing a tight labor market and when you add recruiters and hiring managers that lack effective interviewing skills, it results in poor hiring decisions that can be costly to any company.

In this session, Toni delivers the elements of a great interview process, how to effectively conduct interviews and different interview methods you can leverage depending on your business needs. You'll also discover leading strategies for interviewing across generations, cultures, time zones and remote positions with limited in-person interaction.

### Hiring Manager's will learn:

- Essential attributes and how to identify high performers
- Use effective interviewing questions and proven methods at various stages of the process
- Interviewing techniques that minimize bias and allows candidates to showcase their skills
- Leading pre-screening and assessment strategies
- To craft interview questions that assess skills, performance and company fit
- To conduct a structured interview and interview debrief to select a quality candidate

### Attendees will leave this workshop with:

- Interviewing playbook that outlines the structure, process, method and techniques for successful interviewing
- Ability to create powerful interview questions
- How to avoid making bad hiring decisions or hiring poor performers
- Best predictors of future performance
- Elements to assess and rate a candidates experience and ability beyond a gut feeling
- Insights and best practices for hiring in a multi-dimensional work world
- How to leverage AI to simplify assessing employee performance.

### Tools:

Hiring Manager's Interviewing Playbook, Structured Interview Process, Interview Templates, Managing the Candidate Experience Checklist, Candidate Evaluation and Ranking Sheet.

\*\*All in-person and virtual sessions include on-demand access to the video, resources and tools training platform