



Finding the Keepers – Sourcing and Screening Great Candidates
Offered by Silvers HR, LLC

Course Description

This 3 ½ hour workshop expands our “Effective Interviewing Skills” agenda to include more on candidate profiles, sourcing, and legal allowances for background checks. We’ll teach you the key skills in sourcing and interviewing job applicants. We cover the basic employment law allowances and restrictions, best kept secrets for finding good candidates, as well as the most effective interview questions to get to the heart of the candidate’s fit for the job.

Who should enroll?

Supervisors, managers, business owners, HR specialists

Workshop highlights include:

- What are the consequences of hiring the wrong people?
- Before the interview...
 - Job Criteria – education, experience, KSA Personal characteristics
 - Job Description
- Recruiting Sources – You can’t believe where great candidates are found!

- Job application/resume – what are the caution lights?
- Types of Questions to ask & the best way to ask them
- Interviewer Biases
- What are the legal issues around recruiting?
- 7 steps to effective interviewing
- Evaluation and Follow up
- Background Checks
- Mock Interview

Contact us a (916) 791-8506 for more information