

# **A Government Managers Guide to Interviewing and Hiring the Best**

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A government manager with hiring or interviewing responsibility knows that selecting the best candidate for any position is a nerve-wracking task. This workshop teaches practical professional processes that help you screen, interview and review candidates to make the right choice – a task that is often as much art as science.

## **Topics covered in this workshop—**

- How to construct a comprehensive job description
- How to avoid legal problems during the hiring process
- Why you have to “sell” your job opening
- What to look for in job candidates’ resumes
- How to screen candidates
- How to interview candidates
- Which interview questions work best