



A Government Managers Guide to Interviewing and Hiring the Best

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