



A Government Manager's 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