



A GOVERNMENT MANAGER'S GUIDE TO INTERVIEWING AND HIRING THE BEST

A 5-Day Hands-On TMS Experience
Delivered in Live or Live Virtual Classrooms!

Course Description:

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.

Learning Objectives & 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

Audience: This workshop is designed for all government personnel.

Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information:

CPE Credits: 39.0

CEU Credits: 3.4

Suggested Program

Prerequisites: Challenge of Leadership

Advanced Preparation: None

NASBA Program Level: Intermediate

NASBA Field of Study: Business Management and Organization

Delivery Method: Group Live – Live Virtual Classroom

