



# A Government Manager's Guide to Interviewing and Hiring the Best

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*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-racking 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 government managers and leaders.

## **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:** 40.0

**CEU Credits:** 4.0

**Suggested Program**

**Prerequisites:** The 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

