

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-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:

- 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

