

# HIRING THE BEST

## INTERVIEWING FOR TOP TALENT

Hiring is the most important decision most managers make. In today's business and legal climate, managers must develop an interviewing strategy that will support them in selecting top talent and avoiding the bad apples while not creating legal risk.

### WHO SHOULD ATTEND >>>

All employees - executives, managers, supervisors and leads - who participate in the hiring process.

### PARTICIPANTS WILL LEARN >>>

- The legal framework for hiring
- The power of job descriptions and how to use them to the manager's advantage
- The proper way to prepare for an interview, including what can't be asked and what should and must be asked
- The perils of peer interviews and how managers can avoid them
- Why behavior based questions work and how to use them for any job-related competency, including "soft skills"
- Screening resumes without creating legal risk
- Visas and hiring - what managers need to know about H-1Bs and more
- How to handle applicants who are visibly disabled, pregnant, or with "unprofessional" appearance
- Rules about tests and non-conventional interview techniques - polygraphs, drug testing, quizzes and other strategies
- What to do when applicants volunteer "impermissible" information in a job application or interview
- What type of documentation should be created before, during and after a job interview
- How to check references legally
- Understanding the employer's policies, procedures and forms around the hiring process

### FORMAT >>>

This program includes your organization's policies and procedures, small group discussion, skill building exercises and extensive Q &A. Our instructors are seasoned attorneys, experienced trainers, and skilled facilitators who use personal stories and appropriate humor to make this topic fun and interesting.

### LENGTH >>>

One-half day



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