Questions

Why do you work for your current employer?

Why do volunteers/interns fail?

What is your “marketing message”?

What position are you trying to fill?

State specifically why you are trying to fill it.

How will the volunteer or intern contribute to your organization’s mission?
Questions

• What are the five to seven **most** important skills you need for the position? (Rank order)

• *Why* do you need those specific skills?
Great Interviewers

• Always relate questions to critical skills

• Ex. Please provide an example of how you…..

• Use open-ended questions

• Speak less and listen more
Employment Issues

Creating valid interviews

Design a process

**Beginning** = introduction, describe the process, length of interview etc.

**Middle** = ask the questions you have designed

**End** = summary of your selection process
Employment Issues

- Base selection device on Job analysis/Job specifications*
- Do not discuss candidates or answers *between* interviews
- Use *same interviewers* across candidates
- Use multiple interviewers
- Consider using assessments
- Take notes (never write on the application)
- Be consistent!
Development Tools

• Hiring Winning Talent
  https://sharbeck.lmscheckout.com/Course/index/page:4

• Solving Workplace Problems
  https://sharbeck.lmscheckout.com/Course/view/10742

• Effective Discipline

• Additional Online Tools
  ed2go.com/sharbeck
Questions

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