

PRESENTS
HIRING SMART

ADAPTS TO
ORGANISATIONAL
NEEDS





TRAINING:

H I R I N G S M A R T

This training concentrates on the pre-interview preparation; developing questions and their value; the interview techniques that get specific, behavior-based examples of past performance; and the strategies that follow through on this process. This training takes the behavioral interview even further with a discussion of communication techniques and the use of other types of interview questions.

Ø How will you benefit?

- Develop a fair and consistent interviewing process for selecting employees.
- Prepare better job advertisements and use a variety of markets.
- Be able to develop a job analysis and position profile.
- Use traditional, behavioral, achievement oriented, holistic, and situational interview questions.
- Enhance communication skills that are essential for a skilled recruiter.
- Effectively interview difficult applicants.
- Check references more effectively.

Ø What will you cover?

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| <ul style="list-style-type: none"> • Why use behavioral interview techniques • How to get the information you need • Advertising guidelines • Communication skills • Writing the interview questions | <ul style="list-style-type: none"> • Developing an effective interview format • Ethical and legal issues • Interviewing techniques • Asking questions and listening for answers • Reference check |
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Who is the trainer?

Drs. Lilah Maduro-Wever is a NIP-registered psychologist experienced in treating i.e. job reintegration, stress, burnout, drugs- and relationship problems on Aruba. She has worked as trainer/therapist at Buro Arends, GGZ-Midden Brabant and Centro Dakota and therefore knows the psychological problems common to Aruba. She has successfully acquired a university degree in Social & Organization Psychology in 1999 in Leiden and a university degree in Clinical Health Psychology in 2004 in Tilburg.

Ø Training dates:

Meeting 1:	September 07 th ,	2010	Afl. 710*,-/person
Meeting 2:	September 14 th ,	2010	
Meeting 3:	September 21 st ,	2010	<u>Location:</u>
Meeting 4:	September 28 th ,	2010	To be announced
<u>Time:</u>	18.30-21.00		



Ø Number of participants

To ensure effective participation from all participants, the training insists on a minimum of 8 participants and a maximum of 12 participants.

* Ask for our group discounts