



Employee Selection: What an Interviewer Must Know

The
Highly
Acclaimed
Business
Seminar
from
Dallas HR

The real world course that teaches you how to structure interviews that get at the heart of fit and performance — and makes best practice make sense



Here is just a sample of the companies that have taken advantage of this exceptional training opportunity—Hibernia National Bank • Nissan North America • Wellmark International • Parkland Health and Hospital System • The Staubach Company • Carbo Ceramics • Granite Properties • Staples • TIG Specialty Insurance Solutions • North Dallas Bank and Trust • Valor Telecom • Tuesday Morning, Inc. • Cedant Mobility • Equity Residential • North Texas Tollway Authority • Jenkins and Gilchrist • AEGON Direct Marketing Services • Trammel Crow Company

Using too much of your valuable time interviewing candidates that aren't right for the job? Is your company hiring candidates who walk on water only to find that they can't swim? Do your hiring managers spend most of their time talking 'at' a candidate and hire someone they know little about?

You need Employee Selection: What an Interviewer Must Know

*This practical hands-on session will help you understand what works and what doesn't in your candidate selection process, and provide tools to help you ensure that your interviews get to the heart of fit and performance. **Employee Selection** integrates the last thirty years of applied HRM research. It brings together the useful information that you wish you had regarding effective candidate selection methods into a single content packed session. The seminar not only gives you the what and the how of effective interviewing, it builds out the **why** that lies behind best practice.*

Recertification Credit Dallas HR's **Employee Selection: What an Interviewer Must Know** is approved for 6 hours of credit for PHR or SHPR recertification hours.

Who should attend—

- Executives, Directors, Managers, and Practitioners
- HR practitioners wanting to improve their ability to screen candidates and hire the right people
- Anyone with hiring responsibility wanting to improve their effectiveness

The reviews speak for themselves—

“Thoroughly enjoyed the course and received some tools to use immediately.”

Regional HR Manager

“I picked up several ideas in the seminar which promise to be well worth the price of admission.”

AVP HR

“Overall the seminar was very informative and thought provoking. Instructor was very knowledgeable.”

Sr. HR Representative

“This course was very helpful. I enjoyed the group discussions.”

HR Assistant

“It will increase the value of our selection process. It will help in hiring the right candidates.”

Sr. HR Generalist

Wonder whether this course is right for you? Take this brief test.

True or False?

(see answers below)

- Favorable references are good predictors of job performance.
- The typical interview asks more than seven questions.
- People who fancy themselves to be good interviewers never compare candidates to each other rather than indicators of future performance.
- It is in your best interest to review an application immediately before an interview.
- A person's appearance does not affect your interviewing judgment.
- Good behavioral interviewing should focus solely on past indicators of future performance.
- It is not possible to learn much about a candidate in twenty minutes.
- Most employment interviews are good predictors of job performance.
- Most outside recruiters ask the type of artful on target questions you will learn to ask in this seminar.

All are false. Learn why best practice makes sense and improve your ability to select the best candidates - Register for Employee Selection today.

About Your Instructor—

Jim Vance, PE, SPHR is a former HR Director who came from a non-HR background. A former top presenter for a national seminar company, Vance is a professional speaker, trainer, and consultant who has addressed business audiences in 38 states. He has managed staffing efforts for all position levels, and has led recruitment for enterprise planning initiatives. Vance has interviewed thousands of candidates, and brings real world experience to this very useful program. He is president of Advanced Business Resources, a Houston-based management and communications training company, and coauthor of the books Magnetic Leadership and HR Strategies that Work.

Here are just some of the topics covered in one content-packed day

Agenda: Employee Selection:- What an Interviewer Must Know

- Four (4) key characteristics that all effective selection measures share
- 30 years of HRM research on candidate screening methods: what it tells us about predicting job performance
- References, biographical information, and interviews and their ability to predict job performance
- An overview of the four (4) best candidate screening methods that businesses have available and an explanation of why five (5) other commonly used approaches waste resources
- The keys to ensuring that an interview predicts success on the job
- The relative legal risk of interview structures
- The four (4) mistakes that the typical interviewer makes
- How to structure a very effective interview
- Behavioral, situational, and semi-structured interviews — how to develop questions that get to heart of fit and performance
- Six (6) factors that impact how a job gets done and a powerful tool for exploring fit
- Personality tests — what they really tell us

About Dallas HR—

The Dallas Human Resource Management Association is a not-for-profit professional organization representing over 1,900 human resource professionals in the Greater Dallas Community.

An affiliate of the 180,000 member Society for Human Resource Management, Dallas HR is one of the largest chapters in the nation. Dallas HR has earned SHRM's Superior Merit Award every year since its inception, and is a winner of the prestigious Pinnacle Award.

AFFILIATE OF



**When
and
Where—**

✓ November 16, 2005
✓ March 21, 2006

9:00 AM to 4:30 PM

Check in begins 8:30 AM

Brookhaven Country Club
3333 Golfing Green, Dallas, TX 75234

Participant manuals, lunch, breaks,
Convenient parking provided

Reservations required, space is limited

\$245 member/\$295 non-member

A \$10 late fee will apply to registrations made
less than ten days before seminar

To Register—

Complete the form on the back of this brochure
or download the form at www.dallashr.org

Mail your check to Dallas HR,
4100 Spring Valley Road, Ste. 300, Dallas, TX 75244

or fax the completed form with credit card
authorization to 214-631-4533

Questions? Call 214-631-8775, or email info@dallashr.org

REGISTRATION FORM—"Employee Selection: What an Interviewer Must Know"

Please print. For additional registrations, please make copies of this form.

Respond today!! Seating is limited. Note: Register early. For reservations received within 10 business days prior to the date of the session, a \$10 late registration fee will apply. Cancellations may be made with full refund up to 10 business days prior to the session. Please note that individuals who register and neither cancel nor attend are not eligible for refund. Substitutions may be made at any time. Questions? Call 214-631-8775 or email info@dallashr.org.

NAME _____ FIRST NAME FOR BADGE _____

COMPANY _____ TITLE _____

ADDRESS _____

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ARE YOU A MEMBER OF DALLAS HR? YES NO

PLEASE REGISTER THE ABOVE NAMED INDIVIDUAL FOR THE SESSIONS INDICATED.

NOVEMBER 16, 2005 MEMBER \$225 NON-MEMBER \$250

MARCH 21, 2006 MEMBER \$245 NON-MEMBER \$295

HOW DID YOU HEAR ABOUT THIS SEMINAR?

DALLAS HR NEWSLETTER DALLAS HR MEETING DIRECT MAIL WEB SITE DALLAS HR MEMBER OTHER _____

METHOD OF PAYMENT CHECK ENCLOSED (CHECK # _____) AM EX VISA MASTERCARD

I AUTHORIZE DALLAS HR TO CHARGE MY CREDIT CARD \$ _____ FOR THE SESSION/S INDICATED ABOVE.

CREDIT CARD # _____ EXP DATE _____

NAME, AS IT APPEARS ON CREDIT CARD _____ SIGNATURE _____
