

# Speaking Programs

## Progressive Interview Skills:

### Say “Goodbye” to Those Great Interviewees That End in Poor Performers and Hire the Right Candidate for the Job Certification: Progressive Interviewer

Have you ever hired someone only to say, “**the candidate just didn’t perform as I thought they would.**” Poor hiring practices can cost a company time and money. This program will provide managers with the skills to hire the right person for the job “**the 1st time.**” It will give participants the tools they need to handle an interview confidently and evaluate a candidate from every angle to determine if they are, in fact, the best person for the job.

## Participants will learn:

- How to hire and retain more productive employees and sales representatives.
- The 4 reasons most interviews don’t work.
- 3 key elements necessary for selecting a candidate
- How to get the whole truth from a candidate
- 15 Powerful questions to ask the interviewee
- The 5 major pitfalls when selecting an employee
- How to use the Initial Telephone Interview to identify the best candidates before arranging a formal interview
- 8 ways to establish value of your company.
- How extraordinary preparation and strategy will secure a positive interview experience.
- How to establish what skills and abilities are critical to successful job performance.
- How to ask questions to get the truth about a candidates abilities.
- The 4 steps of the Interview Process and how to manage each step.
- The 3 types of questioning and which type to avoid.
- How to create an Interview Evaluation Sheet to assess all candidates at the same level.
- When to present company value.
- How to avoid hiring a candidate who says, “**the job wasn’t what I thought it would be.**”
- The 5 steps to closing an interview.