

SMALL-GROUP WORKSHOP ANNOUNCEMENT

Interviews are the most common employee selection technique used by employers today. Yet, employers often overlook key steps of the interview process, which results in hiring employees who do not “fit” the jobs for which they are hired. This inevitably leads to decreased production and increased costly turnover.

Make sure that your company’s interview process is not missing key steps! Join knowledgeable Council staff in this small-group, interactive workshop to learn methods to increase the effectiveness of your company’s interview process. Through skill-building, hands-on exercises, attendees will learn how to apply these methods to real-life situations. Topics to be covered include:

- ▶ Identifying and prioritizing position criteria (job requirements)
- ▶ Designing interview questions that will predict success in positions
- ▶ Evaluating candidates’ answers to interview questions
- ▶ Common interviewing mistakes



Who should attend: Any supervisor, manager, or human resource professional with interviewing responsibilities. **Small-group workshops are limited to 13 attendees and are for Council members only.**

Certification: This program is approved for 2.0 general recertification hours toward PHR, SPHR, and GPHR recertification through HR Certification Institute.

Where: The Employers Council 175 W 200 S #2005, SLC, UT	When: Tuesday, October 5, 2010 Workshop: 8:00 - 10:00 a.m. Registration & continental breakfast: 7:45 - 8:00 a.m.
Cost: \$69 per Council member	

<p>REGISTRATION INFORMATION:</p> <p>Name _____</p> <p>Name _____</p> <p>Name _____</p> <p>Company _____</p> <p>Address _____</p> <p>City/State/Zip _____</p> <p>Phone _____ Fax _____</p> <p>E-mail Address(es) of person(s) to receive reminder: _____ _____ _____</p>	<p>PAYMENT METHOD:</p> <p>Cost: \$69 per Council member (Council members only)</p> <p><input type="checkbox"/> Check Enclosed</p> <p><input type="checkbox"/> Bill Me</p> <p><input type="checkbox"/> Charge Credit Card</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Amer Exp <input type="checkbox"/> Discover</p> <p>Credit Card # _____</p> <p>Expiration Date _____</p> <p>Name on card _____</p> <p>Signature _____</p> <p><i>Refund given if cancellation is received at least one week prior to workshop</i></p>
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Register for Effective Employment Interviews by:

E-mail: info@ecutah.org	Mail: The Employers Council
Fax: 801-364-8915	175 W 200 S, Suite 2005
Phone: 801-364-8479	Salt Lake City, UT 84101

* The use of this seal is not an endorsement by HR Certification Institute of the quality of this program. It means that this program has met HR Certification Institute’s criteria to be pre-approved for recertification credit.