

# AUDITION

Selecting the right person for the right job in the right company

MODULES		KEY LEARNING OUTCOMES	ACTIVITY DESCRIPTION
<input type="checkbox"/>	30 minutes	<ul style="list-style-type: none"> <li>Gain the ability to discriminate between legal and illegal questions</li> <li>Understand the role of manager as legal representative of the company during interviews</li> </ul>	<ul style="list-style-type: none"> <li>Before the workshop, participants complete a reading assignment on the dos and don'ts of interviewing.</li> <li>Participants take a legal quiz; facilitator and company HR representative lead a discussion about the legal issues.</li> </ul>
<input type="checkbox"/>	60 minutes	<ul style="list-style-type: none"> <li>Identify the associated expense (hard costs and opportunity costs) and the consequences of poor hiring decisions</li> </ul>	<ul style="list-style-type: none"> <li>Participants describe in writing their own personal experience with a great hire and a poor hire.</li> <li>They then explore the costs of poor hiring decisions.</li> </ul>
<input type="checkbox"/>	60 minutes	<ul style="list-style-type: none"> <li>Learn how the application of <i>Can Do</i>, <i>Will Do</i>, and <i>Will Fit</i> can help in selecting the best candidate possible</li> </ul>	<ul style="list-style-type: none"> <li>Using a learning map, +/- cards, and group discussion, participants discover the three critical areas of exploration: <i>Can Do</i>, <i>Will Do</i>, and <i>Will Fit</i>.</li> </ul>
<input checked="" type="checkbox"/>	90 minutes	<ul style="list-style-type: none"> <li>Build the skills to analyze a job description for the critical competencies and motivators</li> </ul>	<ul style="list-style-type: none"> <li>Using their new skills, participants write an interview guide for an actual position for which they will interview candidates.</li> <li>Participants use a customized competency guide for selecting key competencies for that job.</li> </ul>
<input checked="" type="checkbox"/>	120 minutes	<ul style="list-style-type: none"> <li>Learn how to create appropriate behavioral questions that align with various competencies and motivational dimensions</li> <li>Demonstrate the ability to ask behaviorally-anchored questions</li> </ul>	<ul style="list-style-type: none"> <li>Watching two rounds of videotaped interviews helps participants discover the differences between traditional and behavioral interviewing.</li> <li>Using their completed interview guide for an actual position, participants create behavioral questions and then practice <i>peeling the onion</i> until the candidate has provided a complete picture of a situation, actions taken, and outcomes realized for a specific competency or talent.</li> </ul>
<input type="checkbox"/>	120 minutes	<ul style="list-style-type: none"> <li>Build skill in evaluating candidates' responses, using the <i>Situation, Action, Outcome</i> process</li> </ul>	<ul style="list-style-type: none"> <li>Participants watch a segment of a videotaped interview and then rate the candidates' responses against a set of objective criteria.</li> <li>In group discussion, participants compare their individual ratings in order to build inter-rater reliability.</li> <li>Participants continue their interviewing skill-building.</li> </ul>

STRATEGICALLY CUSTOMIZED

PERFORMANCE MASTERY

 **BTS**  
Catalysts for Profitability and Growth