

# Behavioral Interviewing & Selection Skills

Participants will be exposed to common best practice standards for conducting behavioral-based interviewing through presentation, role play and group dialogue.



Participants will learn how to...

- Conduct behavioral-based interviewing
- Prepare for interviews and use interview guides
- Develop interviewing skills and techniques to collect accurate behavioral data
- Conduct an interview that meets legal guidelines and avoids legal problems
- Conduct reference checks and verify applicant data
- Assess the real cost of hiring
- "Sell" a job to an applicant

**Date: March 23, 2006**

**Time: 1:30-5:30 p.m.**

**Place: ABC Chapter Office**

**Instructor: Leon Singletary, HR First Contact**

**Cost: \$85 members, \$150 non-members**

## Who should attend:

- Business Owners
- Decision Makers
- Hiring Managers



## BEHAVIORAL INTERVIEWING & SELECTION SKILLS

COMPANY: \_\_\_\_\_

ATTENDEE(S): \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**Important: All reservations are financially binding unless canceled by 5:00 p.m. March 3, 2006.**

PLEASE RETURN YOUR REGISTRATION TO:  
Southeast PA Chapter ABC  
430 West Germantown Pike, East Norriton, PA 19403  
telephone: 610-279-6666, fax: 610-279-7052

Credit Card Payment	
Visa_____	MasterCard_____
Card # _____	
Exp Date _____	
Name _____	
Signature _____	