

# Hiring Winning Talent

***“It’s really critical that our new hires ‘hit the ground running.’ We invest a lot of time and energy to make that happen. So why do we still end up with hires that don’t perform or fit in? There must be a better way.”***

A successful hiring process doesn’t start with the job posting and doesn’t end when a candidate has been selected. Before an open position is advertised, an efficient and consistent hiring process must be in place. That process will enable a manager to identify the job competencies, build the interview questions, and develop the hiring strategy required to win a really qualified new employee who performs well and fits in from day one.

## Impact

***Managers and team leaders will be able to:***

***Establish*** an efficient process that reduces the time it takes to interview and select a qualified candidate.

***Maximize*** new hires’ productivity by ensuring that candidates are a good fit for the job.

***Ensure*** team cohesion and support for new hires by involving team members in the process.

***Increase*** the retention of all new hires and reduce turnover during their first year on the job.

For over 20 years, we’ve helped thousands of organizations equip managers with the skills and tools they need to succeed. Our experience has proven that a manager’s ability to understand and participate in a structured hiring process has a direct impact on business results. Without a process in place managers devote too much time to interviews and too little time to interview preparation and the selection process itself.

***Hiring Winning Talent (HWT)*** provides the processes and tools required to master the art and science of identifying and winning great new employees - those that will perform in the top 20%.

## Program Description

***Hiring Winning Talent (HWT)*** enables managers to implement a structured process that can really streamline and empower successful hiring. The program also focuses on the key skills required to interview candidates and ways to build team cohesion by involving team members in the hiring initiative.

The 1-day workshop is designed for 6–18 participants. The workshop includes:

1. ***Defining What You’re Looking For*** - the position description, job competencies, and questioning strategies
2. ***Planning the Interview*** – hiring strategy, sourcing, resume screening, the interview team, great reasons to work here
3. ***Conducting the Interview*** – an appropriate climate, conducting the interview, responding to challenging interviewee questions
4. ***Making the Selection*** – decision-making guidelines, evaluating candidates, communicating with candidates

## **Facilitator Guide**

- *Complete instructions on how to conduct the workshop.*
- *Explanatory text for the trainer, sample trainer narrative, and facilitation notes.*
- *Facilitator Resource CD-ROM containing PowerPoint presentation, additional resources, and reproducible pages from the facilitator guide as well as a participant workbook.*

## **Participant Workbook**

- *Exercises, forms, skill practice aids.*
- *Job Aids section with tools and resources for applying the skills learned in the workshop.*
- *Memory Jogger Card that provides a handy reminder of the workshop's skill points.*

## **About Vital Learning**

Vital Learning's award winning programs have successfully helped organizations develop supervisors, leaders and front-line managers for over 20 years. We offer the most comprehensive and practical curriculum for building the management skill set required by 21<sup>st</sup> century managers.

Our customers tell us that our training really works because it enables the changes in management behavior that drive improved business results. Let Vital Learning help you take the first step toward creating successful managers and more productive and profitable teams.

**Hiring Top Talent** participants have also benefited from these other Vital Learning programs:

- *Essential Skills of Communicating\**
- *Essential Skills of Leadership\**

*\* Available in Classroom, Online, and Blended versions.*

