



The Caliper Hiring Workshop

PRODUCT FEATURES

- Learn to determine job fit and growth potential
- Implement a structured, standardized & consistent approach to hiring
- Develop a deeper understanding of assessments and the role they play in the selection process
- Help reduce turnover by selecting better, more qualified candidates that are a greater fit for the role.
- Discover how to ask the right questions and interpret what the candidate's responses mean

Bringing clarity, consistency and certainty to your hiring process

How can I reduce turnover? What is the secret to consistently hiring successful people? How can I develop standard hiring practices throughout the company? What will it take to reach consensus on job definitions and the key requirements for success? • Caliper's Hiring Workshop addresses all of these concerns—and more.

This one-day workshop explores everything you need to know to select the right people—the first time around. Hiring right the first time means you will spend less time and money on the selection process, get people up to speed more quickly, and end up with happier, more loyal and productive employees. All of which can lead to greater revenue.

Caliper's Hiring Workshop teaches you how to develop and implement a structured and standardized approach to the employee selection process so you can be objective and confident in your hiring decisions. You will learn how to determine if someone is a good match for a specific job. And also understand their potential for growing into other roles.

Susan Mellinger, Human Resource Manager for Latus Motors Harley Davidson, shares, "Because of the workshop, we are much better at gathering information, producing better questions and making more efficient use of time. What we learned also applies to the development of people already on board."

You'll participate in practice exercises for evaluating candidates, writing employment ads, reviewing résumés, conducting mock interviews, and even using the Caliper Profile results to help you manage a new hire.

And, while it is a group setting, the class size is strictly limited and the program is structured so it can be customized to deliver training that addresses each client's specific issues.

"The points covered in the program save time, money and energy for all parties involved in the hiring process. We now make much better hiring decisions."

Jason Hachmeister
General Sales
Manager
Ed Bozarth
Chevrolet

Caliper's Hiring Workshop participants will be able to implement a standardized, step-by-step hiring process by learning to:

■ **Develop detailed, accurate job descriptions** by fully understanding the job and determining the requirements of the position.

■ **Develop position profiles that outline the skills and characteristics you are looking for in your ideal candidate.**

You'll also learn to assign a level of importance to each aspect of the job. This will help you understand where you can and cannot compromise on a candidate's skills and traits, as well as assist you in the final interviewing stages by giving you a standardized way to compare and choose between individuals who each have distinct strengths.

■ **Interpret a résumé,** uncover the **best recruitment sources,** conduct a meaningful **telephone screening,** assess the information on an application form and obtain the most from references.

■ **Conduct effective face-to-face interviews.** With real-life examples and interactive exercises you will explore the differences between the first, the last and all interviews in between. You will learn how to properly prepare for the interview, know what questions to ask, the way to ask them and how to interpret people's responses.

■ **Integrate Caliper Profile results into the decision making process.** You will understand how to use personality assessments in conjunction with information gathered from interviews, references, the résumé and application form to identify who is likely to be most successful in the job. By uncovering information about an individual's natural tendencies, potential, motivations and limitations, you can effectively match the right people to the right jobs.

■ **Identify the types of questions that can and cannot be asked** during the interview, as well as become familiar with laws you should know.

According to Debbie Vicha, Human Resource Manager for Mountain Air Country Club, "People were invigorated, rather than tired, at the end of the day. Having participated in the workshop myself, I have a better understanding of the candidates we interview and I'm able to make more informed hiring decisions."

The benefits of better hiring decisions will be felt immediately by your company. You'll have a higher caliber of staff—which can translate into a smaller investment in training and supervision. You'll also begin to see reduced turnover, increased productivity from each employee, and improved customer relations. All of which pave the way for greater success.

"The presentation was excellent. It was a group experience that also has a one-on-one aspect. The individual attention was a definite plus."

Susan Mellinger
Human Resources
Manager
Latus Motors
Harley Davidson

About Caliper

Caliper helps companies achieve peak performance by advising them on hiring the right people, managing individuals most effectively and developing productive teams. The accuracy, objectivity and depth of our personal consulting approach enables us to provide solutions that work for over 25,000 companies.

CALIPER

Solutions for peak performance.

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