



HirePower™

A Defensible and Accurate Approach to Pre-Employment Interviewing & Employee Selection

Topics Covered

- Determine Key Work Activities of a Position
- Select and Define Competencies Exhibited by Successful Performers
- Set Performance Benchmarks Linked to “Essential Competencies”
- Use effective interviewing techniques that work with your skill assessment methods.
- Develop Job-Specific and Defensible Behavior-Based Interview Questions
- Conduct and Manage a Structured Interview
- Collect Measurable and Objective Evidence of Ability
- Select the Best Overall Candidate
- Make an Offer of Employment

HAVING A HARD TIME FINDING QUALIFIED JOB APPLICANTS?

LOOKING FOR MORE THAN A “WARM BODY?”

DON'T KNOW WHEN YOU HAVE FOUND A “WINNER?”

DON'T KNOW THE RIGHT QUESTIONS TO ASK?

HirePower™ is a 2-day employee selection and interviewing workshop that provides a simple, but comprehensive process for hiring, selecting or advancing workers. *HirePower™* teaches an effective way to “get the goods” on prospective employees in order to make fair and equitable hiring decisions. *HirePower™* provides the system and tools you need to accurately define job requirements, conduct legally defensible interviews, and select the best candidate for the job.

Serving the industry that creates precision metal products using stamping, fabricating and other value-added processes.



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Call PMAEF at 216-901-8800

Who Should Attend?

Anyone at your facility involved in the interviewing and selection process including:

- Hourly Workers and Supervisors
- Engineers
- Team Leaders
- Training Coordinators
- Production Managers
- Engineering Managers
- Maintenance Managers
- Human Resource Staff
- Campus/School-to-Work or Job Fair Recruiters
- CEO's of Smaller Companies

You Will Learn How to

- Use the *Position Analyzer*TM to determine the most critical elements of the job.
- Identify and describe the essential qualities (competencies) that define a successful performer.
- Plan and prepare for the interviewing process.
- Determine what kind and how much experience is required for the position.
- Write and ask *behavior-based* interview questions using the *ECHO*TM method.
- Assess each applicant's fit and compatibility to the job.
- Compare each applicant against the job, not against each other.
- Document meaningful and measurable information to make the right hiring decision.
- "Sell the position" and make an employment offer.
- Stay within the letter or spirit of the law to ensure equal opportunity employment.

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Precision Metalforming Association has been reviewed and approved as a Certified Provider of continuing education and training programs by the International Association for Continuing Education and Training. Attendees will receive 1.3 CEU's for this program.

Workshop Agenda

Day One

- Introduction game to recognize the shortcomings of the "traditional" interview.
- Discussions and job-specific application using the *Position Analyzer*TM.
- Selection and description of necessary competencies and qualities needed for success on the job.
- Practice using probing techniques to obtain information about technical experience, education, motivation and fit.
- Practice developing appropriate behavior-based *ECHO*TM questions about competence.
- Role-play exercises and development of a job-specific project that applies to your workplace.



Day Two

- Practice asking *ECHO*TM questions.
- Discussions and case studies on employment equity and discrimination.
- Explanation and examples of interview flow and key components
- Maintaining control of the interviewing process
- Selling the position and compensation
- Opening and closing the interview
- Obtaining references
- Prepare and conduct a complete "write-your-own" interview.

About the Instructor

Bruce Broman, Program Director for PMA's Educational Foundation. Bruce has been responsible for numerous, high profile projects dealing with industrial skill standards, employee selection and advancement systems, certification and credentialing programs, and curriculum design and development. He has directed programs for the U.S. Departments of Labor and Education, Merck & Co, the University of Southern California, Walt Disney World, and American Home Products. Bruce has been a licensed *HirePower* instructor for over four years and has taught the program for Nortel (formerly Northern Telecom/Bell Labs) and at RJ Reynolds-Nabisco.

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