

Target Selection Interview Guide

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is your organization using the most effective type of interviewing in your hiring and promotional processes selection research results indicate that the most valid type of interview to use is a structured behavioral interview that is focused on the success related knowledge skills and personal qualities behavioral interviewing guide provides you with a practical step by step approach for planning conducting and evaluating a structured behavioral interview some of the many supporting documents guides and techniques included in the book are selection criteria definitions twenty five pages of categorized behavioral questions generic interview guides for both management and non management positions self assessment quiz and generic behavioural background reference check guide by using the practices and techniques presented in the behavioral interview guide you will hire or promote good performers more often is it worth it you bet selection research studies indicate good workers can do twice as much work as poor workers in addition each year a good worker is with an organization they contribute a monetary value equivalent in the range of 70 to 140 of their annual salary bad decisions equipment material damage accidents and replacement hiring fees are just some of the substantial costs associated with hiring or promoting poor workers the behavioral interview is based on the practical assumption that a person s past behavior will predict their future behavior if a person has demonstrated strong initiative work standards ability to learn judgment flexibility honesty attendance etc in past positions they will in all probability continue to show the same behavior in future positions the behavioral interview guide provides you with hundreds of good behavioral questions to choose from and explains the necessary structure and steps to ensure interview success

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according to recent research the structured interview is a more effective way to conduct interviews compared to the traditional approach in addition the structured interview offers a more equitable treatment of candidates and is more easily defensible in court in this book the authors present the most current knowledge and techniques regarding the selection interview they provide a practical guide which takes into consideration numerous organizational constraints depending on the specific situation in which it may apply different ways of conducting a selection interview are presented along with their advantages and limitations the authors explain in detail how to prepare a structured interview develop the best questions possible conduct the interview and use the information gathered to evaluate candidates they propose answers and possible solutions to the most common questions and problems that arise when conducting interviews they also provide meaningful tools and

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