

CALIPER

HIRING WORKSHOP



Bringing clarity, consistency, and certainty to your hiring process.

Hiring and training a new employee involves a significant investment of time and money. A bad hire wastes these resources, sending you back to square one. Companies need interviewing strategies that can help them accurately assess whether a candidate is truly a good fit for the position.

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 when making hiring decisions. Our approach is powered by the *Caliper Profile*, our proprietary, in-depth personality assessment. Using data collected from the Profile, our Consultants will tailor their approach to ensure that you learn how to determine whether someone is a good match for a specific job in your company as well as understand their potential for growing into other roles.

Learning Objectives:

- Learn to determine job fit and growth potential
- Implement a structured, standardized, and consistent approach to hiring
- Apply techniques for integrating the *Caliper Profile* into the selection process
- 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 candidates' responses mean
- Avoid interviewing errors to ensure legal compliance and maintain alignment with organizational culture

Why should I enroll my people in Caliper's Hiring Workshop?

This workshop explores everything you need to know in order to select the right people for the right job 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 will share best practices with you during the workshop and help you understand where Caliper would fit most effectively into your overall hiring process.

THE CALIPER TALENT ACQUISITION PROCESS

*Resume
Review*

*Structured
Interviews*

*The
Caliper Profile*

*Final
Interviews*

*Background and
Reference Checks*

*Employment
Offer Made*

WHO WOULD BENEFIT FROM PARTICIPATING?

- Human resource personnel
- Mid-level managers
- Talent recruiters

How is the workshop delivered?

The workshop is conducted in person in a group setting, and the program is structured so that it can be customized to deliver learning that addresses each client's specific issues.

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

What will I gain from participating in the Caliper Hiring Workshop?

Caliper Hiring Workshop participants will be able to implement a standardized, step-by-step hiring process. The flexibility of this program will allow your Caliper Consultants to tailor the workshop activities based on your company's specific needs. In the workshop, you may be instructed on how 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 will 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 resume, uncover the best recruitment sources, conduct 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 as well as discover 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, resumes, and application forms to identify who is likely to be the 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.** You will also become familiar with laws you should know.
- **Create an action plan for what's next** and determine how you can leverage the information you have gained for development initiatives
- **Understand your style.** For the purposes of implementing an effective onboarding program, understanding how you will work within your culture and with the new employee is crucial. And Caliper's experts can help you realize how your style can help or potentially hinder productivity.

How will this workshop support my long-term talent strategy?

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

Once you establish a consistent selection process, you will have set the first stepping stone on your company's new career pathing initiative. Using your team's *Caliper Profile* results, Caliper can help you create a clearly defined career path for your new hires by developing and implementing processes for onboarding, team development, and even succession planning.