

Congratulations on being scheduled to attend the Effective Associate Selection workshop! This highly interactive two day workshop was designed especially for leaders like you.

The objectives of this workshop are to help you:

- Understand the hiring process at Holy Cross.
- Improve use of hiring administration/support processes.
- Learn improved tools for selecting the best candidates.
- Maintain compliance with all applicable laws.

To focus your training experience and ensure that you get the most out of the class time you will need to complete the following:

1. Pre-Training Quiz
2. Bring a job description for a position that you routinely have to fill
3. Questions you typically ask of candidates during an interview for this position.

We look forward to your attendance and participation. If you have any questions about the program or the pre-class assignment, please contact Kathy Domenico.

Pre-training Survey Quiz

1. What are three things you look for when reviewing resumes?
2. Why are job descriptions important?
3. What can you do at the beginning of your interview to put your candidate at ease?
4. (T or F) If candidates get off the subject, you should allow them to continue because they could tell you something you may not have been able to solicit using your preplanned questions.
5. Should you take notes in the interview?
6. Is it legal to ask a job candidate where he or she was born if you detect an accent?
7. What is the best predictor of future behavior?
8. True or False. If an applicant cannot answer a question immediately, you should break the awkward silence by asking another question.
9. Define contrary evidence as it relates to interviewing.
10. Should you use open-ended or close-ended questions in the interview?