

## Are you making the best hiring decisions?

Few leaders today would risk making an important decision affecting their organisation without first gathering and analysing critical information. Yet many do every day, when they make rash, uninformed decisions about the people they hire or promote - decisions that can impact their organisations for years.

Their biggest mistakes? Ineffective interviewing:

- Not looking at the whole person.
- Not gathering the right candidate data.
- Failing to come together with other interviewers to properly discuss, evaluate, and apply the findings.
- Not identifying those who are the best fit with the job and organisation.
- Losing the best candidates by not making a positive impression.
- Failing to help new hires get off to a strong start in the job.

To avoid these mistakes, Targeted Selection® has been the system of choice world wide for more than three decades. **Now it's even better.**

## Discover The New Targeted Selection® *Paints the complete picture*

### Right Targets

Hit the target by knowing what you are looking for. The Targeted Selection® process begins with defining a complete Success Profile<sup>SM</sup> for the position - the combination of competencies, experiences, knowledge and personal attributes needed for success in the job.

### Right Process

Accurate, Robust, and Legal. Targeted Selection® ensures that critical information doesn't get missed, data is analysed, and the interviewing process is fair and legally defensible.

### Right People

Help your people find the right people. The Targeted Selection® Interviewer training develops the interview skills you need to confidently make the right choices. A variety of learning options and formats allows your organisation to mix and match. Everyone's happy.

### Right Fit

Square peg, round hole? Sometimes people just don't fit in. Targeted Selection® uses a holistic approach to selection by checking for the right motivational fit for the target job and your unique organisational culture. Better to find out up front, than have regrets when they start.

### Right Results

Targeted Selection® has been the interviewing system of choice world wide for 35 years. Why? Because it works! Use a winning formula and find those STAR performers who get results and ensure success.

## Targeted Selection®: Interviewer

The one day core programme is for everyone who needs to conduct interviews. Whether you have been interviewing for years or are nervous about the first time. Using realistic, interactive learning techniques, you get the basics you need to interview well and eliminate bad habits. The day covers how to prepare for and conduct the interview using behavioural and follow up questions, evaluate answers, integrate data across applicants, make informed decisions, legal guidelines and overcome common interviewing pitfalls.

**Cost:** \$1375 excl GST  
(including materials)

**Register:** By 3 June by  
giving us a call on 09  
367 1541 or email: kylie.  
bremner@sheffield.co.nz

**Date:** Wed 10 June

**Time:** 8.30am - 5pm

**Venue:** Sheffield Ltd  
ASB Bank Centre  
Level 22, 135 Albert St  
Auckland