

# Hire Authority *presents . . .*



## **MBI – Interviewer Training For Hiring High Performers**

### **WORKSHOP OVERVIEW**

Commonly, interviewers assume a person's skill level is the most reliable indicator of his performance level. Not so. Many hiring mistakes can be traced back to untrained interviewers who use the wrong criteria in deciding what makes someone a High Performer. This workshop is a comprehensive one-day training program that teaches Motivation-Based Interviewing (MBI). It is designed to provide interviewers with easy-to-use, yet highly effective, interviewing techniques to enable them to hire High Performers.

### **WORKSHOP OBJECTIVES**

- Understand HOW High Performers are able to produce more results.
- Identify the 3 components common to ALL High Performers.
- Close the holes that allow marginal performers to mistakenly get hired.
- Learn how to write GREAT interview questions.
- Learn interviewing techniques that will get your candidates to talk more openly to you.
- Use MBI to more accurately identify High Performers.

### **WORKSHOP AGENDA**

#### **SECTION I: UNDERSTANDING THE HIGH PERFORMER**

- Welcome and introduction
- Definition of a High Performer
- Understanding How Achievement Happens
- Obstacles – What really stops achievement from happening?
- Can I or can I not? Proving yourself right
- Attitude and Achievement
- Why doesn't everyone have an "I Can" attitude?
- Locus of control: The science behind attitude
- Excuses, excuses, excuses!
- Music Test
- Passion – The natural motivator
- Changing passion
- The 3 components that make up all High Performers
- REVIEW I

(Workshop Overview, cont.)

## SECTION II: IDENTIFYING THE HIGH PERFORMER

- Staying objective
- U.S. legal aspects of interviewing
- Best practices
- Assessing motivation correctly
- Writing great interview questions
- Practice writing
- How to assess: skills, locus of control, passion/career fit
- Predominant
- Understanding the “Interview Relationship”
- Interviewing techniques to get them to talk
- REVIEW II

## SECTION III: HIRING THE HIGH PERFORMER

- How to hire High Performers
- Recommended hire standard
- Best interview format
- Sample interview guide
- Implementing MBI
- Experiential Group Exercise: Watch, take notes, and assess
- To hire or not to
- Interview revisited
- Selling them on the job
- How do you know when you’ve mastered interviewing?
- REVIEW III

## COURSE CONCLUSION

# **WORKSHOP LOGISTICS**

## **Time and Duration**

- 8AM - 4:30PM

## **Capacity**

- Maximum 20 Attendees per Workshop

## **ITEMS TO BE PROVIDED BY CLIENT:**

### **Supplies**

- LCD Projection Unit with Computer Connection Cord
- Projection Screen T.V. Monitor with VHS or DVD Player
- Flip Chart and Stand
- Name Tents and Marker Pens

### **Refreshments**

- 7:30 A.M. Coffee and Danish, Muffins or Bagels (Continental Breakfast)
- Working lunch, catered or box lunch is required
- 2 P.M. Snack Break - Soft Drinks and Cookies, Chips or Popcorn, etc...

### **Classroom Configuration**

- One 6 ft. Table at Front of Room
- A U-Shaped Table Configuration works best.
- 2nd Option - Classroom Style