



# Interview Bootcamp: Beyond Basic Training

The  
In-depth  
Employee  
Selection  
Seminar  
from the Houston  
Human Resource  
Management  
Association



The all-in-one course that gives you the background, tools, and strategy to develop and conduct exceptionally effective behavioral and situational interviews - fast!

**Here is just a sample of the companies that have taken advantage of our exceptional training opportunities**—Hibernia National Bank • Nissan North America • Wellmark International • Parkland Health and Hospital System • The Staubach Company • Carbo Ceramics • Granite Properties • Staples • TIG Specialty Insurance Solutions • North Dallas Bank and Trust • Valor Telecom • Tuesday Morning, Inc. • Cedant Mobility • Equity Residential • North Texas Tollway Authority • Jenkins and Gilchrist • AEGON Direct Marketing Services • Trammel Crow Company

**Using too much of your valuable time interviewing candidates that aren't right for the job? Would you like to be able to learn more from a candidate in ten minutes than most people learn in forty? Wish your interviews asked the good questions that get at the heart of fit and performance?**

**You need Interview Bootcamp.** In two powerful days, you will learn how to painlessly guide an interview conversation so that it is easy for a candidate to tell you what you need to know. You'll learn how to artfully manage the interview so that it saves time, minimizes mistakes, and becomes an invaluable screening device. You'll understand what works and what doesn't in your candidate selection process, and know how to develop the questions that get to the heart of fit and performance.

**Recertification Credit**

HR Houston's **Interview Bootcamp** is approved for 6 hours of credit per day for PHR or SHPR recertification hours.

You'll walk away knowing what works and what doesn't in your selection process. You will leave with a clear strategy for developing interview questions that get at the heart of fit and performance. You'll walk away knowing why best practice makes sense.

**Who should attend—**

- Executives, Directors, Managers, and Practitioners
- HR practitioners wanting to improve their ability to screen candidates and hire the right people
- Anyone with hiring responsibility wanting to improve their effectiveness

**The reviews speak for themselves—**

***“Will make the interviewing process more effective and the hiring process more deliberate.”*** Employment Coordinator

***“A practical approach for obtaining results.”*** VP HR

***“Overall the seminar was very informative and thought provoking. Instructor was very knowledgeable.”*** Sr. HR Representative

***“(Day 2) married Day 1's content with how to put it into practice. Today was extremely beneficial.”*** Recruiter

***“What I have learned will help me make more informed decisions.”*** Sr. HR Generalist

**Interview Bootcamp – Day 1**  
**Employee Selection:**  
**What an Interviewer Must Know**  
 (Register for one or both days)

*This practical hands-on session will help you understand what works and what doesn't in your candidate screening process and provide tools to help ensure that your interviews are on the mark. **Employee Selection** integrates the last thirty years of applied HRM research. It brings together the useful information that you wish you had regarding effective candidate selection into a single content packed session.*

**Agenda - Day 1**

- Four (4) key characteristics that all effective selection measures share
- 30 years of HRM research on candidate screening methods: what it tells us about predicting performance
- An overview of the four (4) best candidate screening methods that businesses have available and an explanation of why five (5) commonly used approaches waste resources
- The keys to ensuring that interviews predict performance
- The relative legal risk of interview structures
- The four (4) mistakes that the typical interviewer makes
- How to structure a very effective interview
- Behavioral, situational, and semi-structured interviews — how to develop questions that get to the heart of fit and performance
- Six (6) factors that impact how a job gets done and a powerful tool for exploring fit

## About Your Instructor—

*Jim Vance, SPHR is a former HR Director who came from a non-HR background. A former top presenter for a national seminar company, Vance is a speaker, trainer, and consultant who has addressed business audiences in 38 states. He has managed staffing efforts for all position levels, and has led recruitment for enterprise planning initiatives. Vance has interviewed thousands of candidates, and brings real world experience to this very useful program. He is president of Advanced Business Resources, a Houston-based management and communications training company, and coauthor of the books Magnetic Leadership and HR Strategies that Work.*

*In Interview Bootcamp Day 1, you learn what to ask. In day 2, you will learn how to ask the questions. You'll learn how to seamlessly transform the interview from a grand inquisition into a highly fruitful and relatively pain-free process.*

### **Interview Bootcamp - Day 2 Controlling the Interview – Tips for Making Good Questions More Effective** (Register for one or both days)

***Controlling the Interview** is a specially tailored version of the Core Competencies session of our popular Relationship Management seminar. It contains 40% of the content covered in the Core Competency program. **Controlling the Interview** focuses directly on interview technique and is appropriate for HR practitioners and non-HR hiring authorities. Day 2 of Interview Bootcamp builds out the skills necessary to conduct low friction inquiry. It provides tips, approaches, and strategies for quickly getting candidates to open up and tell you what you need to know.*

#### **Agenda - DAY 2**

- Successful interviews, getting more out of good questions
- Respecting EEO – a 15 minute refresher
- Looking for commitment – maintaining a long-term focus
- What you think I said was not what I thought I meant - Multiple perspectives and their importance
- Level 1 Active listening patterns that draw people out and communicate respect
- Influencing skills: tips for maintaining rapport and keeping a candidate on track
- Body language - how to quickly pick up on mixed messages
- How to communicate that you feel good about meeting a candidate when you don't feel like it
- Strategies for gracefully handling gaffs, gaps, silences, and rough spots
- Beyond "Tell me about a time when..." - flexible approaches that make it easy for a candidate to tell you what you need to know
- Strategies for ensuring that a candidate leaves the interview with the same level of self esteem he came in with
- Setting the stage...Putting it all together

## About HR Houston—

*HR Houston is a non-profit professional organization representing a broad spectrum of Houston's business community.*

*An affiliate of the 220,000 member Society for Human Resource Management, HR Houston is one of the largest chapters in the nation. For over 27 consecutive years, the Houston organization has received SHRM's Superior Merit Award for outstanding chapter operations.*

AFFILIATE OF



### **When and Where**

✓ February 27-28, 2008  
✓ June 25-26, 2008  
Attend one or both days

9:00 AM to 4:30 PM  
Check in begins 8:30 AM

Houston Baptist University Campus  
7502 Fondren (at the Southwest Freeway)

*Participant manuals, lunch, breaks,  
Convenient parking provided*

*Reservations required, space is limited*

*\$525 member/\$590 non-member for both days  
\$275 member/\$295 non-member for 1 day*

## To Register—

*Complete the form on the back of this brochure  
or download the form at [www.hrhouston.org](http://www.hrhouston.org)*

*Mail your check to HR Houston, P.O. Box 4240,  
Houston, TX 77210-4240*

*or fax the completed form with credit card  
authorization to 713.783.6190*

## REGISTRATION FORM — Interview Bootcamp

Please print. For additional registrations, please make copies of this form.

Respond today!! Seating is limited. Note: Register early. Cancellations may be made with full refund up to 5 business days prior to the session. Please note that individuals who register, and neither cancel nor attend are not eligible for refund. Substitutions may be made at any time. Questions? Call 713-426-2646 or email info@hrhouston.org.

NAME \_\_\_\_\_ FIRST NAME FOR BADGE \_\_\_\_\_

COMPANY \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ARE YOU A MEMBER OF HR HOUSTON?      Yes       No

PLEASE REGISTER THE ABOVE NAMED INDIVIDUAL FOR THE SESSIONS INDICATED.

### Interview Bootcamp – Two –day Seminar

FEBRUARY 27-28, 2008       MEMBER \$525  NON-MEMBER \$590

JUNE 25-26, 2008       MEMBER \$525  NON-MEMBER \$590

#### DAY 1 ONLY – EMPLOYEE SELECTION - WHAT AN INTERVIEWER MUST KNOW

FEBRUARY 27, 2008 (ONLY)       MEMBER \$275  NON-MEMBER \$295

JUNE 25, 2008 (ONLY)       MEMBER \$275  NON-MEMBER \$295

#### DAY 2 ONLY – CONTROLLING THE INTERVIEW – TIPS FOR MAKING GOOD QUESTIONS MORE EFFECTIVE

FEBRUARY 28, 2008 (ONLY)       MEMBER \$275  NON-MEMBER \$295

JUNE 26, 2008 (ONLY)       MEMBER \$275  NON-MEMBER \$295

HOW DID YOU HEAR ABOUT THIS SEMINAR?

HR HOUSTON NEWSLETTER    HR HOUSTON MEETING    DIRECT MAIL    WEB SITE    HR HOUSTON MEMBER    OTHER \_\_\_\_\_

METHOD OF PAYMENT    CHECK ENCLOSED (CHECK # \_\_\_\_\_)       AM EX       VISA       MASTERCARD       DISCOVER

AUTHORIZE HR HOUSTON TO CHARGE MY CREDIT CARD \$ \_\_\_\_\_ FOR THE SESSION/S INDICATED ABOVE.

CREDIT CARD # \_\_\_\_\_ EXP DATE \_\_\_\_\_

NAME, AS IT APPEARS ON CREDIT CARD \_\_\_\_\_ SIGNATURE \_\_\_\_\_