



## Hiring a Quality Team

### Opening Reflection

Think of a time you have regretted hiring a particular individual. Think of another time when your decision to hire resulted in adding a stellar member to your staff. Write your thoughts as you briefly reflect on what caused you to hire in both cases and the differences between the outcomes.

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## Assignment #3

Based on the article, "From Start to Finish: Hiring, managing and retaining your center's employees" by Renee Targos, answer the following questions.

1) Four possible places to look for potential employees include:

- a.
- b.
- c.
- d.

2) Complete this statement from the article. "Whenever possible, hire people skills . . .

\_\_\_\_\_”

What does that statement mean to you?

3) In the sub article "The Key Factors of Effective Interviewing," Mr. Chambers compares the interview process to \_\_\_\_\_ and \_\_\_\_\_.

4) In the first step of the interview process the interviewer should use \_\_\_\_\_ questions to elicit detailed responses. Give an example of this type of question.

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## Assignment #6

### Mock Interview

Find a friend or co-worker who is a good sport and willing to help you conduct a mock initial screening interview using the questions you just developed. This does not need to be an in-depth interview, just one where you will determine if you want to pursue this applicant or not.

After: Do any of your questions need to be modified? What other questions should be added to your list?

Sign below to signify you have completed this activity.

Participant Signature: \_\_\_\_\_