



**Success Series Webinars**

# 10

**TECHNIQUES TO PROFESSIONAL Recruiting AND Job Interviews**

A Production of the CPTP Team



**Successful recruiting and interviewing are the first steps to RETENTION.**

*The tips in this session will help you to*


- Increase your ability to recruit great candidates.
- Define best practices for interviewing



# 10. Revisit job descriptions.



**TIP. PAGE**



- Update job descriptions
- Write description in understandable and interesting language
- Think in terms of competencies



# 9. Watch for potential candidates in UNEXPECTED locations.



**TIP. PAGE**



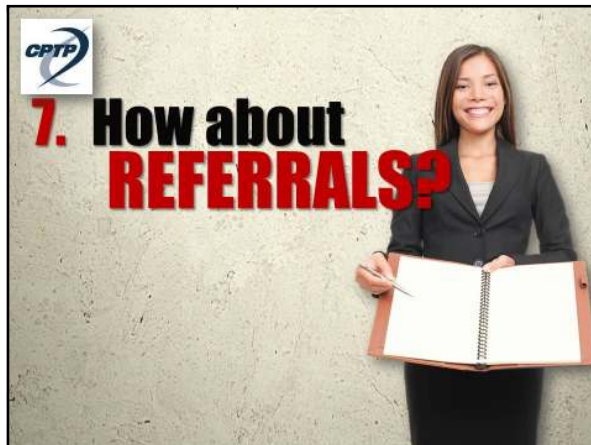
- Think job fairs ... and beyond.
- Look for passive candidates.
- Search social media – carefully.





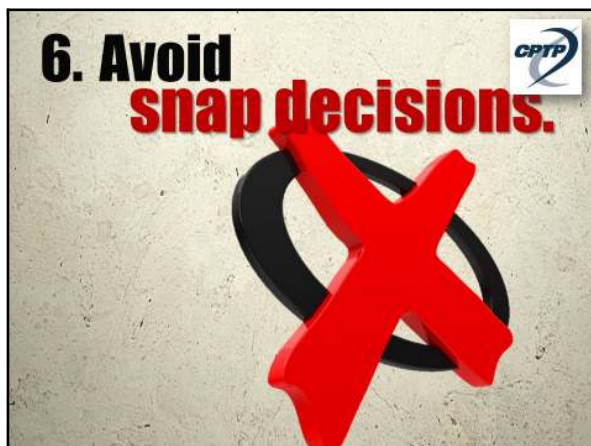
**TIP. PAGE 3**

- Look for new ways to engage Gen Y & Z.
- Use technology to make your position stand out.
- Consider views of employment of different generations



**TIP. PAGE 3**

- Transform employees into recruiters.
- Tag your emails with a note that you're hiring.
- Determine other referral resources.




**TIP. PAGE 3**


- Avoid confirmation bias.
- Get past "gut feelings" and into structured interviews.
- Conduct interviews consistently and fairly.



**5. Hold interviews, not interrogations.**



**TIP. PAGE**



- Make candidates comfortable.
- Explain the interview process.
- Don't monopolize the conversation.
- Allow silence.

**4. Practice behavioral interviewing.**



**TIP. PAGE**



- Ask behavioral questions.
- Ask each person the same questions.
- Use follow up questions.

**3. BE prepared.**




**TIP. PAGE**



- Review the candidate's resume in advance.
- Review the job description.
- Do appropriate social media research.
- Review questions and each interviewer's role.

**2. Remember:**  
**You're**  
**representing**  
**the State.**





**TIP PAGE**



- Everything you do is marketing for your agency and the State.
- Follow up with candidates.
- Be polite and professional.

**1. Think**  
**like a**  
**job**  
**seeker.**



**TIP PAGE**



- Make each step user-friendly.
- Think about what's important to job seekers.
- Give them a realistic view of a day on the job.
- Remember that your time in the interview is an investment in retention.



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