

A group of five diverse professionals (three men and two women) are gathered around a white conference table in a modern office setting. They are all smiling and shaking hands, suggesting a successful meeting or agreement. The table is cluttered with papers, a pen holder, a small potted plant, and a coffee cup. The background shows a whiteboard and office chairs. A large, stylized graphic of overlapping teal and orange curved shapes is on the right side of the image.

Interviewing: Hiring The Best & Weeding Out The Rest

January 6, 2021

Vensure Employer Services and our PEO Partners



Agenda

- 1 Laws Pertaining to Interviewing
- 2 Before the Interview
- 3 Interview Types
- 4 Interview Guidelines
- 5 Assessment Tests
- 6 Biases
- 7 Q&A

Instructions for Submitting Questions with GoToWebinar



› When you launched GoToWebinar, a control panel and a screen share window opened up



› In the control panel, there is a dropdown section entitled, “Questions”



› Open up that section and type your question into the dialog box and hit enter. **If you are a client, please put “CLIENT” in your question**



› Please note that you will not see the questions or comments of others



› We will try to answer all the questions within the allotted time; however, if you did not get your question answered or if you come up with a question after the webinar ended, please contact webinarHRhelp@Vensure.com

Our Panelist



Walter Sabrin

Senior VP of Recruiting Services



Robin Paggi

Training and Development Specialist

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Laws Pertaining to Interviews

Laws Pertaining To Interviews

Title VII of the Civil Rights Act

Age Discrimination in Employment Act

Americans with Disabilities Act

State Laws

2

Before the Interview

Before The Interview

- › Create or Update the Job Description
- › Strategically Advertise the Position
- › Review Your Job Application
- › Have Every Applicant Complete an Application
- › Screen Applicants



3

Interview Types



Types Of Interviews

- › Pre-Screening Interviews
- › Unstructured
- › Behavioral
- › Competency Based
- › Group
- › Stress

4

Interview Guidelines

Guidelines For Interviews

- › Establish Rapport
- › Listen Carefully
- › Observe Nonverbal Behavior
- › Take Notes
- › Conclude The Interview



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Assessment Tests

Assessment Tests



Cognitive Ability



Personality



Aptitude



Psychomotor



Medical



Background Checks

6

Biases

Biases

- Stereotyping
- Generalization
- Halo/Horn
- Recency
- Contrast Effect
- Steps to Minimize Bias

Q&A

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**Thank You for
Your Time**

