What are the best practices that managers or HR professionals use to streamline and standardize interviews?

Purpose:
The Interview Architect® tools have been developed for use by human resource and recruiting professionals to assist them in creating customized interview guides aligned with the Leadership Architect® competencies. Research on interviewing success and accuracy shows that structured or formal interviews outperform unstructured or informal interviewing. The Interview Architect® tools carry with them the ability for hiring managers to more precisely identify qualified candidates by integrating it’s easy-to-use design in their organizations.

Objectives:
- Learn how to use structured interviewing guides - comprehensive templates with Professional and simplified 1-page interviewing templates with Express. These guides provide everything you need to assess competencies in a candidate.
- Identify best practices including using the 4-Dimension Interviewing approach and the value of asking structured probes.
- Apply Interview Architect® tools for internal recruiters and/or HR professionals who coordinate recruiting and selection processes, line managers with an interviewing need and for internal selection purposes.
- Learn how to create custom job profiles using Success Profile Architect® (SPA) - an online tool that facilitates the creation of unique competency profiles for jobs within your organization.
- Learn best practices for training others in your organization on how to effectively use the Interview Architect® Tools.

Results:
A common language and background to further develop/incorporate tools to manage your most important asset—your people.

Who should attend?
Practitioners, recruiters and/or line managers who wish to learn more about competency –based interviewing processes

Prerequisite: Leadership Architect® 101

Registration and Materials Fees:
Course fee is $1,100.00 And materials are approximately $375.00. An early registration fee discount is available - see registration form for requirements and restrictions. Fees are due and payable at the time of registration. Your class materials will be ordered from Korn/Ferry once your registration is complete. Additional logistic details will be sent out with your enrollment confirmation.

Course materials include:

NOTE: Attendees may not share materials or use previous editions of published materials.

For additional information or to register:
760.476.1552
www.thecrawfordgroupinc.com
info@thecrawfordgroupinc.com
Registration Form: Interview Architect® Certification  -  2012

Name:_________________________________________  Organization:_____________________________________
Title:___________________________________________  Department:_______________________________________
Address:________________________________________  Email:_________________________________________
_________________________________________________  Phone:________________________________________
City:___________________________________________  FAX:___________________________________________
State:______________________ Zip:________________  Website:_____________________________________

Registration Fee:

Early Registration fee deadline date is listed in the ( ) after the date of the class. If registration form and fee are received by 5:00 PM (PT) on that date, the course registration fee will be $899.00. Early Registration fees are non-refundable and non-transferable to another individual or another class date.

Individuals, who register after the Early Registration deadline, will be charged the full registration fee of $1,100.00 for this workshop. Fees are due and payable at the time of registration. You may email or fax this registration form. You may pay for your registration fee with a credit card via our website, or mail your corporate check to: The Crawford Group, PO Box 131284, Carlsbad, CA 92013. Please be sure to include the name of the course and participant on/with the check.

Materials:

Class materials are approximately $375.00 plus tax and shipping and will be ordered directly from Korn/Ferry (using your credit card info below) once your registration is complete. Please provide your credit card information. PLEASE PRINT CLEARLY

Credit Card: □ Visa  □ AmEx  □ MC

Account #:_________________________________________  Name on Card:__________________________________
Expiration Date:_____________ Security Code:________

1. ) Please complete this registration form and FAX it to The Crawford Group at 253.679.5625 or email it to us at info@thecrawfordgroupinc.com and then 2.) go to our website to process your registration fee payment to hold your place in the class. We will order your class materials once your payment and registration form have been received.

Our Cancellation Policy: For individuals who have paid the full registration fee, cancellations made during the ten working days prior to the workshop will forfeit the registration fee. All cancellation notices must be received via fax or email. Substitutions of employees from within the same organization for the same class date are welcome for those who have paid the full registration fee. Unopened materials may be returned to Korn/Ferry only with their approval. They may be subject to a re-stocking fee.

Once your registration process is complete and your materials ordered, you will receive a confirmation email with additional information and directions. For more information about hotels and travel please visit our website.

We look forward to seeing you in gorgeous San Diego!

For additional information or to register:

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www.thecrawfordgroupinc.com  
info@thecrawfordgroupinc.com