

## Hiring Smart Self-Test

| If you answer NO to 1 or more of these questions, then <a href="#">The Training AdvantEdge</a> highly recommends this course. |  | YES | NO |
|---|--|-----|----|
| 1.  | Do you have a defensible process for recruiting new employees?   |     |    |
| 2.  | Do you have all the recruiting tools at your disposal, such as job descriptions, application forms, and critical incidents for the types of jobs you hire for? |     |    |
| 3.  | Do you have a defensible process for screening applicants prior to their arriving for an interview?  |     |    |
| 4.  | Are you certain that the questions asked during your interview process conform to EEO or human rights standards?   |     |    |
| 5.  | Can you be certain that candidates answer your questions in such a way that you do indeed have a “behavioral” interview rather than a “traditional” interview? |     |    |