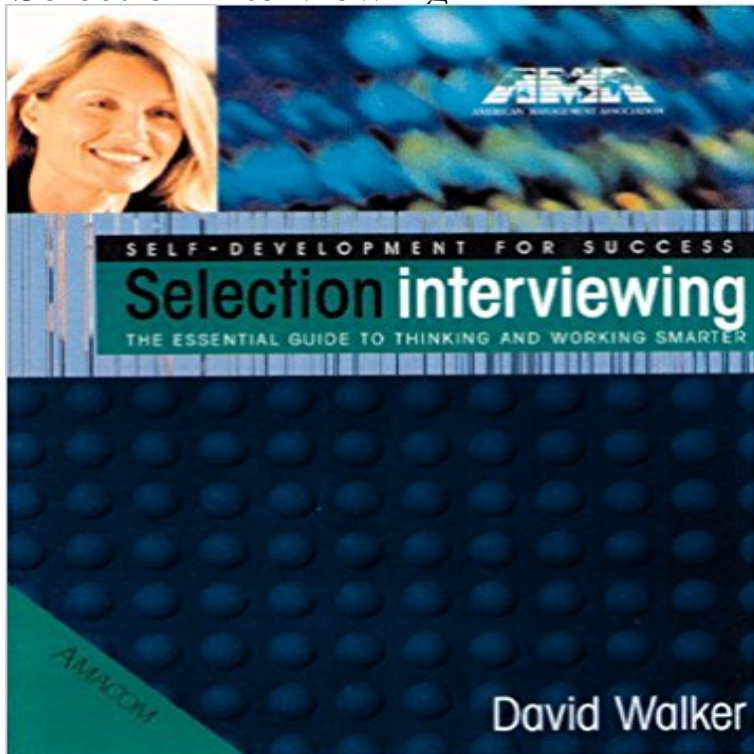


## Selection Interviewing



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- \* Create an appropriate person specification and effectively screen resumes and applications
- \* Plan, communicate, and build rapport--vital steps to successful selection
- \* Structure an interview and avoid the pitfalls
- \* Improve your self-assurance as you make sure you select the right person for the job.

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