

In coming workshop

# Interview techniques taught at Business Hiring Seminar

Fritz Wenzel  
Of The Print

A one-day seminar on how to hire the right employee will be offered at Clackamas Community College on Saturday, Jan. 26.

Portland lecturer and employment consultant Carole Webb says that businesses needlessly sacrifice millions of dollars by hiring, training and then losing the wrong employees. "When every penny counts in the operation of a

business, saving time and money by hiring the right employee the first time around is sound business advice," Webb said.

Participants who attend the seminar will learn how to conduct a thorough interview, check references and how to negotiate starting salaries.

The workshop will begin at 9 a.m. and conclude at 4 p.m. The cost is \$20.

Webb said that a small business doesn't need to feel inferior to a large company

because it cannot compete in the salary area, because a small business can offer flexible work hours, promotions and the option of buying into a company as incentives to attract top talent. She said that a strategy for hiring someone needs to be set up and followed, regardless of the size of the business.

A common mistake that an employer makes is to decide on whether to hire a person in the first five minutes of an interview. "If the interviewer will hold what I call a 'track record' interview, both parties involved will feel more at ease, and the employer will have an objective basis on which to judge the applicant," Webb said.

The track record interview includes a form on which the major job functions are listed. The interviewer describes the job element and then asks how the applicant feels he or she fits into that element. Aside from giving the employer a good idea of the prospect's talents, the form can be used later on to evaluate an employee's progress in the job.

The Friday workshop is being sponsored by the college's Employee and Management Development Department and will be led by a team of the college's management specialists.

The one-day seminar begins at 8:30 a.m. and concludes at 3:30 p.m. The cost is \$45 and does not include lunch.

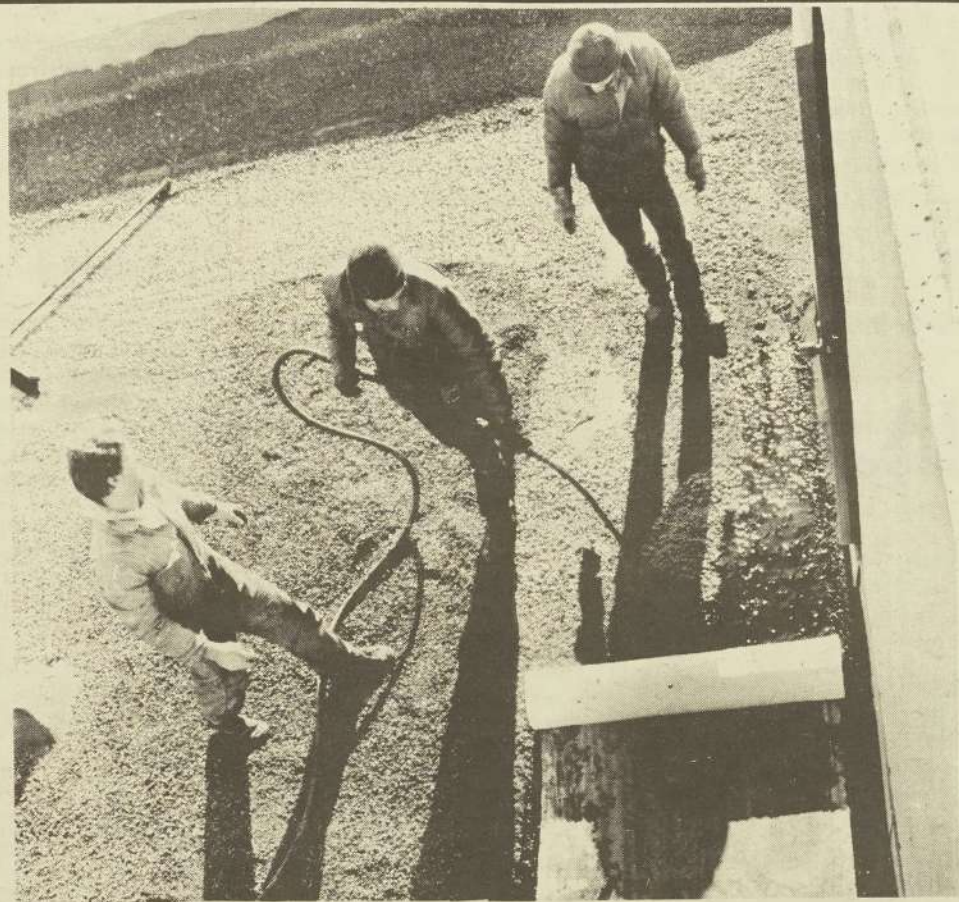
If you would like more information, call 657-8400 ext. 233.

## Meetings skills taught

A workshop to help people in business or organizations lead productive meetings will be held Jan. 25 at Clackamas Community College.

"Leading Exceptional Meetings" is designed to help people improve their skills in making meetings work by showing how meetings can be made more productive and by getting involvement from all who attend the meeting.

If you would like more information, call 657-8400 ext. 233.



THREE ROOFERS FROM Lightburne Roofing, Inc. apply a new coat of tar to Randall Hall's roof, taking advantage of the recent break in winter weather.

Photo by Joel Miller

Wednesday, January 23, 1985

# Employment Overseas

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