



## TARGETED INTERVIEWING

*Tailoring the selection process to the specific needs of any organization.*

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### NUTSHELL

Psychological Associates can custom-build an interviewing system designed to:

- Get accurate information during the interview
- Evaluate that information with validity and fairness
- Simplify hiring decisions and comparisons between candidates
- Increase the legal justification of your selection methods.

### BENEFITS & OUTCOMES

The system we design for you will provide:

- A comprehensive process to accurately determine a candidate's ability to do the job
- A full arsenal of questions from which the interviewer can prepare an effective interview
- Improved questions and interview content that are more relevant to the specific job
- Training and support materials to enhance your interviewers' ability to ask questions and evaluate responses skillfully.

### HOW IT WORKS

1. **Data Collection.** We collect any information that can offer insights into the specific job, including observing the job itself, or conferring with people who have a keen understanding of the job.
2. **Question & Response Development.** Next, our consultants review all of the information gathered and begin to create questions that closely relate to the specific job. To increase the thoroughness and accuracy of the interview, we develop a range of responses to look for and a line of follow-up inquiries for each question. The questions and responses are then formatted into an interview worksheet.
3. **Question & Response Revision.** Once the preliminary worksheet has been developed, we work with representatives from your company to fine-tune each question. Anticipated responses and follow-up questions are also reviewed and adjusted. These revisions make each interview as specific to the job as possible.
4. **An Accompanying Interview Guide.** The system includes this guide, which provides helpful interview tips and offers legal views on various hiring issues.

