



Maxfield Productivity Consultants, Inc.

Products & Services – Hiring

Finding, hiring and focusing the best-suited people are vital first steps in building a successful team. We deliver hands-on training in defining and organizing responsibilities, duties, tasks, credentials, skills and attributes of specific jobs in accurate, complete and legal job descriptions. We use them to formulate behavioral interviewing questions that help surface and select the best candidates while avoiding inappropriate inquiries.

The following are two of the courses we offer on the topic of hiring. They can be customized for your organization and presented individually or as a series. A workbook is provided for each participant. Train-the-trainer and self-study versions are available. In addition, we can provide consulting and one-on-one coaching. Please contact us for a more detailed description of the courses and a preview of the presentation materials.

Writing Effective Job Descriptions

Job descriptions are written portrayals of the responsibilities, duties and tasks a position entails, as well as the basic requirements, such as credentials, skills and attributes that underlie superior performance. They are essential to achieving strategic goals and meeting day-to-day objectives. Without them, there is no documented basis on which to expect employees' commitment to their jobs. This program uses a reliable step-by-step process to guide participants in preparing results-focused, accurate, complete and legal job descriptions. The resulting documents can easily be used to post job openings, develop interview questions, evaluate relative value of positions, reach training decisions and coach employees.

Interviewing & Selecting Employees

Interviewing job applicants offers one way to learn whether they will perform successively in the work place. Others include reviewing qualifications documents, testing candidates and contacting references. This program develops skills through hands-on practice in conducting effective applicant interviews. Participants use a job description to identify critical position requirements and performance factors. Next, they review an applicant's documentation and formulate behavioral interviewing questions that elicit the best-fit candidates while staying away from improper inquiries. They prepare a plan for the interview, coordinate with other interviewers, conduct, close and evaluate the conversation. The result is competent, confident interviewers selecting the most suitable new employees for your organization.

