

Are you looking for the best pool of candidates so your firm can increase revenue, reduce costs and improve your reputation?

Finding good candidates is tough. Getting your candidates to interview well is an even bigger challenge. Recruiters help your business most when they're prospecting for openings and candidates so why waste their time teaching candidates how to interview?

"Ace that Interview" is a workshop with a proven track record for helping people interview better. No more saying the wrong thing, showing up unprepared or acting inappropriately during an interview – it hurts your firm's reputation when candidates do these things. Instead, your candidates will shine, impress your clients and give your recruiters more time to place clients.

Benefits:

We can train your existing candidates or set up workshops in any location that you want to target as way to recruit more candidates. Either way, your firm benefits in the following ways:

- **It improves your firm's reputation.** Sending an unprepared candidate to an interview reflects poorly on your firm. However, constantly sending in candidates that interview well will result in your client having to meet with fewer candidates and will give your firm a strong reputation.
- **It gives your firm a strong pool of candidates.** In a competitive job market, multiple recruiters may be vying to fill the same position. Having the candidates that are not only a good fit but can communicate that they fit well during an interview will increase the chances of your candidate getting the offer.
- **It helps your candidates find work faster.** Candidates that interview well land jobs with fewer interviews. This results in faster placement, less recruiter time per candidate and less costs for the firm.
- **It gives recruiters more time to land more candidates and more positions.** Instead of the individual recruiter using their time to teach candidates how to interview, they can spend more time doing the things that make the firm more money: finding jobs and finding candidates.
- **It makes your firm more attractive to good candidates.** Many strong candidates have been in the same position for years and might be rusty on their interview skills. This workshop can be used to attract more candidates.

Keep in mind that placing one candidate per course offering will more than cover the cost of the course.

Outline:

"Ace that interview" is a fun and interactive course that uses a combination of lectures, exercises and role playing to help attendees become better interviewers. Some of the topics covered include:

- Interview Preparation & Research strategies.
- How to dress and properly present yourself at an interview.
- How to handle phone screens.
- How to build rapport with the interviewer and be more likable.
- How to listen for clues as to what the interviewer is looking for.
- How to handle team interviews.
- The toughest interview questions and how to answer them.

Additionally, we can cover other topics of interest to your firm such as:

- When and how to discuss money.
- How to handle difficult past experiences (firings, etc...).
- Policies for your recruiting firm.
- Industry specific interview advice.

All attendees receive a pack of printed handouts to take home and refer to as part of their interview preparation.

Pricing/Options:

We can customize this workshop to meet your firm's particular needs. We can run the program at your office or in another location of your choosing (we can even make the arrangements for you). We can run the program in the morning, afternoon or evening, even on weekends.

A professionally created audio CD that covers many of the topics discussed during the program is available. You can purchase them for your candidates (bulk pricing available) with or without booking a program.

Please fill out the following form and fax it to us for a quote. The cost of the course is fixed regardless of the number of attendees (unless you want to purchase additional materials for each attendee) so you'll want to run all your candidates through this course before your competition does.

About your Firm: Company Name: _____ Contact Person: _____
 Phone: _____ Email: _____
 Address: _____

Program Length: Half Day (AM) Half Day (PM) Evening

Date(s) of program: _____

Location: Your Office: City: _____ State: _____

Other city/state: _____

(Note: we can make the arrangements to host the program in a city of your choosing)

Additional Materials: Audio CDs (quantity) _____

Pricing: 1-10: \$15 each
 11-50: \$12 each
 50+: \$10 each

(Note: we can customize the CD label with your firm's contact info for an additional fee)

To set up a workshop:

Please contact:

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