



Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

www.asbdc.org

Registration is still underway for UNA's upcoming Interviewing 101 course being offered by Continuing Studies and Outreach. You can register online at www.una.edu/continuing-studies (select Human Resources), or contact our office at 256-765-4862 to register by phone. We accept all major debit and credit cards. Please share this email with others who may be interested.

INTERVIEWING 101: CONDUCTING EFFICIENT & EFFECTIVE INTERVIEWS

If employees are the backbone of your company, a thorough and discerning selection process is vital to your future success. Efficient and effective interviews can help minimize hiring mistakes and assist in identifying future stars. Join us for an interactive class designed to hone the interviewing skills of Human Resource Professionals and Front Line Supervisors alike.

TOPICS OF STUDY INCLUDE:

- Types of interviews and benefits of each
- Common interviewing mistakes
- Legal risks in interviewing
- Effective screening interviews
- Designing structured interviews
- Conducting behavioral interviews

Course Number: 11-HR103

February 25, 2011 * 8:00 am - 4:30 pm * Price: \$99

Instructor: Matt Oglesby, SPHR

Location: UNA East Campus, 1640 Tune Ave., Florence, AL

MEET YOUR INSTRUCTOR:

Matt Oglesby, SPHR, currently works for CB&S Bank as an HR Generalist. He has a broad range of experience, including over 15 years of management experience and over 10 years of public speaking experience. He serves as the President-elect for the Shoals Chapter-SHRM. He earned his BS in Human Resource Management at the University of North Alabama, and he is currently working on his MBA at UNA.