



PEP Interview Training Seminar

(DATE TO BE DETERMINED) (8:00 am – 5:30 pm)
11138 W. Greenfield Ave, Milwaukee, WI 53214

Tuition – \$299 per person
(Groups of 4 or more – \$250 each)

LEARN THE TECHNIQUES THAT GET ADMISSIONS!

You have learned how to use the Personnel Evaluation Profile (PEP) as part of your initial screening process. Now learn how to maximize the usefulness of the PEP program:

- Uncover additional Areas of Concern (AOC)
- Detect untruthfulness in applicants
- Identify “bad applicants” in a one-on-one interview in a small amount of time vs. spending hours/days in the field
- Better direct your reference checking questions
- Identify omissions by the applicant
- Use the PEP results to coach the person once they begin orientation/training period

What You Can Expect To Learn:

LEGALITIES

- The Do’s & Don’ts of hiring with the Americans with Disability Act (ADA).
- Staying out of trouble with EEOC complaints.
- The importance of adhering to Privacy Laws in the hiring process.
- Insuring your employment practices don’t interfere with At-Will Employment.
- Avoiding Negligent Hiring law suits.
- Learn the intricacies of Federal, State and Municipal ordinances related to hiring.

RISK ASSESSMENT INTERVIEW

- Reading an applicant’s body language to identify truthfulness.
- What to do when you know or suspect an applicant is lying to you.
- Using hypothetical and value system questions to identify high-risk applicants
- Getting applicants tell you about:
 - job firings - criminal activities -past drug usage
 - disciplines - current drug usage -jobs not listed

REFERENCE CHECKING

- Strategies for obtaining information from reluctant references.
- The exact legalities of giving and getting references.
- The basic principles and strategies of obtaining references.
- How to “read between the lines” of a reference.
- Fairly and safely give references.

ANALYSIS OF EMPLOYMENT BACKGROUND

- Selecting the prime candidates from a stack of applications.
- Identifying signs that an application has been falsified.
- Identifying questionable reasons for leaving jobs.

In a recent study using in-depth integrity interviews, investigators uncovered:

- ◆ **39%** of applicants are caught lying about their background.
- ◆ **15%** of applicants admit current illegal drug use.
- ◆ **33%** of applicants admit company theft within the last 3 yrs.
- ◆ **17%** of applicants admit significant undetected criminal activity.

Plus, you won't be going home empty handed... Everyone who completes this 1-Day Seminar will receive:

- * **A Comprehensive Workbook** - This workbook manual is a hands-on guide that walks you through the information covered in the seminar. It will become a valuable resource in your workplace.
- * **A Certificate of Completion** - Suitable for framing, this certificate is a great addition to your personnel file.

Registration Is Easy...



PHONE
888-734-3988



FAX
(800) 414-0042



MAIL
Pre-Employment Seminar
Personnel Evaluation, Inc.
11138 W. Greenfield Ave.
Milwaukee, WI 53214



REGISTRANT INFORMATION

(PLEASE MAKE COPIES IF MORE THAN ONE PARTICIPANT IS ATTENDING)

NAME _____
TITLE _____
AGENCY _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____

- **\$299** per person, up to 3 attendees
- **\$250** per person, when registering 4 or more from your organization
- **Fee includes lunch and refreshments.**

\$_____ **FEE ENCLOSED** (For **CREDIT CARD** payments, call 888-734-2727 & ask for Carmen)

_____ **I am unable to attend this seminar, but would like to be notified of the next one.**

Full refunds will be given for cancellations made up to ten business days before the seminar. If you must cancel after this time, you may transfer your enrollment to a future PEI program or you may have someone else take your place.