

---

*SmartHire*<sup>®</sup>: *Competency-Based Interviewing for Windows*<sup>®</sup> is the fast, easy and defensible way to **create interviews for any job in any industry.**

*SmartHire* enhances the interviewing process and helps create a valid selection process quickly and effectively. Interviewers often feel forced to interview candidates and make crucial hiring decisions without proper preparation. The result of this is a statement to the effect of, "Let's hire this person. I have a good feeling about this one." In today's business environment, **hiring based on "gut feelings" or intuition is unlikely to succeed.** You may subject yourself and your organization to costly, painful lawsuits or other legal challenges to your hiring and recruiting methods.

The best practice for improving your chances when seeking to hire capable, competent people (while remaining legally defensible) is to prepare your interviews in advance. *SmartHire* walks you through all the necessary steps to create thorough, objective and fair job interviews—interviews that will improve the performance of the people you hire.

Using *SmartHire's* Interviewer and Rating System modules, your interviewing efficiency increases further. Using the Interviewer, *SmartHire* guides you through each interview question and provides a way to record and rate candidate responses. The Rating System allows you to compare candidates you have interviewed and choose the "best fit" candidate.

Once you have learned how *SmartHire* can increase the success of your selection interviewing process, you will find the same concepts will make your **performance planning** system far more productive and pleasant. The principles are the

same: anchor your expectations on the personality characteristics and work behavior of successful jobholders and develop an interview to select individuals who best fit the profile.

*SmartHire* can be customized to fit all your hiring and performance planning needs—in just five easy steps:

- **CREATE**—Gather and compile the necessary information to create the position-specific *Interview Portfolio*.
- **CONDUCT**—Structure the interview so you will obtain the necessary information from your candidates to make the right choice.
- **SCORE**—Learn to objectively record interview results and compare candidates' skills and competencies.
- **HIRE**—Hire the "Best Fit" candidate and feel confident in your choice.
- **DEVELOP**—Implement a logical, rational process to develop an objective evaluation of job performance.

*SmartHire* is an award-winning and cost-effective solution to creating a valid hiring method. Using Competency-Based Interviewing as its base, *SmartHire* gives you a legally defensible way to select the candidates who best fit the work behavior profile of the successful jobholder.

Contact our offices to discuss the options available to you and your organization using *SmartHire: Competency-Based Interviewing for Windows*.



---

**DAVIDSON CONSULTING**

PROVIDING GLOBAL SYSTEMS TO IDENTIFY, TRAIN, DEVELOP AND RETAIN COMPETENT PEOPLE

---

3914 MURPHY CANYON ROAD, SUITE A162 • SAN DIEGO, CALIFORNIA 92123  
TELEPHONE 858-292-7341 • FAX 858-292-7052 • WWW.ALANDAVIDSONCONSULTING.COM