Bio: Mel Kleiman

Certified Speaking Professional Mel Kleiman is an internationally-known speaker, trainer, author, and consultant whose expertise is hourly, frontline employee recruiting, selection, and retention. With over 25 years of research and consulting work to his credit, Mel is known for helping organizations improve their employee hiring processes through high impact, high energy presentations that deliver hands-on, practical information and advice meeting attendees can put to immediate use.

He also serves as president of Humetrics (which he founded in 1976) and is a member of several human resource-related boards and organizations as well as a longstanding member of the Society for Human Resource Management and the National Speakers Association.

The author of five books, including the bestselling *Hire Tough, Manage Easy*, Kleiman has also written hundreds of articles for business, trade, and association websites and publications and worldwide.
HIRE EDUCATION:
How to Ace the Course

“The most important decision a manager makes each day is who is allowed in the doors to help take care of the customers.”
~Sam Walton

“The most important decision you make every day is who you choose to work for.”
~Mel Kleiman

Presented by
President & Certified Speaking Professional
MEL KLEIMAN
Key Objectives

1. My key objectives are to give you the tools, tips, and techniques you need to:
   a. Find, hire and retain STAR employees.
   b. Find a great place to work.

2. What are your key objectives?

__________________________________________________________________
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The Top Two Questions That Need to Be Answered
Every Time Someone Is Hired:

1. Is this person right for this job? / Am I right for this job?
2. Is this job right for this person? / Is this job right for me?
Your Top 10 Lists

Why would a STAR employee want to work for your organization?

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________
5. ________________________________________________________________
6. ________________________________________________________________
7. ________________________________________________________________
8. ________________________________________________________________
9. ________________________________________________________________
10. ________________________________________________________________

Why would a great organization want to hire you?

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________
5. ________________________________________________________________
6. ________________________________________________________________
7. ________________________________________________________________
8. ________________________________________________________________
9. ________________________________________________________________
10. ________________________________________________________________
Participant Evaluation Form

Your Name: __________________________________________

Company Name: _______________________________________

YOUR FEEDBACK FROM THIS SESSION:

What is the first action you will implement from this seminar?
________________________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________________________

What did you like best about this training? __________________________________________
________________________________________________________________________________

What is one idea you will take back to your peers and/or employees?
________________________________________________________________________________

☐ I would like to know more about Humetrics’ hiring tools.

☐ Please send me email support in applying this training in the form of short, monthly Hiring Hints emails and blog posts.

My email address: ________________________________________________________________
(Your email address will never be shared.)

☐ Thanks. No email now, but maybe later.  ☐ I already receive your emails.

☐ This is exactly the kind of training I am looking for to improve our hiring process to reduce employee turnover and increase revenues and profits!

☐ I belong to a trade or professional association that would benefit from one of your programs at our next meeting. Please contact me so we can discuss this.

Phone Number: __________________________________________
This is my ☐ Cell Phone  ☐ Office Phone  TIME ZONE: ☐ Eastern  ☐ Central  ☐ Mountain  ☐ Pacific

“The only thing worse than training your employees and losing them is not training your employees and keeping them.”

Zig Ziglar

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