

# INTRODUCTION

## MODULE 25

### Superior Selection Skills

Your ability to think more effectively is the key to your success as a manager and an executive. There is no place where your ability to think is more important than in your selection of the people that you will depend upon to get the job done.

Almost all of your successes as an executive will be as a result of your having chosen the right people for the right jobs — people with the right talents, personality, skills and ability. Almost all of your problems, on the other hand, will be as the result of your having selected or assigned the wrong people to the wrong jobs, for whatever reason.

Top executives take the time to learn how to be very good at the process of selection. The better you become at finding and deploying the right people for you and for the job requirements, the more effective you will be as an executive and the greater will be your contribution to your company.

In this program, you will learn some of the most important ideas ever developed by top executives to make better selection decisions.

“Choose your  
people with care.  
Proper selection  
is 95 percent of  
success as  
a leader.”

## WHAT YOU WILL LEARN IN THIS SESSION

“When picking people  
for your team, the  
best rule is *hire  
slowly and fire fast.*”

1. The key role of the manager;
2. The economics of hiring;
3. The importance of taking your time;
4. Thinking through the job;
5. The job description;
6. Finding the people you need;
7. The interviewing process;
8. Choosing among candidates;
9. Checking resumes and references;
10. Making the hiring decision.