

# Interview Architect® Express & SPA® Certification

What are the best practices that managers or HR professionals use to streamline and standardize interviews?

The **Interview Architect®** tools have been developed for use by human resource and recruiting professionals to assist them in creating customized interview guides aligned with the **Leadership Architect®** competencies. Research on interviewing success and accuracy shows that structured or formal interviews outperform unstructured or informal interviewing. **The Interview Architect®** tools carry with them the ability for hiring managers to more precisely identify qualified candidates by integrating its easy-to-use design in their organizations.

## Participants will learn how to:

*“While many interviewers will attest to their strong ability to read others and be a good judge of character in an interview, their intuition in these areas does not serve them well when it comes to making good hiring decisions. In fact, research has shown that the probability of making successful hiring decisions when following a typical set of informal, casual interview practices is roughly equivalent to making the decision by flipping a coin.”*

- Use job interview guides (in the Professional edition) that can be customized and Express interviewing templates that will give you everything you need to assess a candidate against the set of competencies you have identified as most critical for your vacant position.
- See how **SPA®** can help you quickly create job profiles using the research and experience-based profiles that are pre-loaded into the software. Identify the key competencies you should be interviewing for and build and store competency profiles for individual jobs or job families which can be used in conjunction with the **Interview Architect®** or as a stand alone tool.
- Select interview questions, conduct effective interviews and make better hiring decisions
- Identify candidates who are **learning agile**, meaning that they will likely have greater potential as compared to other candidates, and will be better able to learn other competencies in the future.
- Best practices in the use of the **Interview Architect®** for external and internal applicants.
- Develop practices for training others in your organization about how to use the **Interview Architect®** tools
- A suggested process for implementing the **Interview Architect®** in your organization

## Course details:

**One-day course:** Class hours are 8:30 AM – 4:30 PM  
**Lisa Crawford** is the trainer for this course

## Who should participate?

HR practitioner, recruiters, staffing managers, standing interview teams.

Note: Lominger International and The Crawford Group do not certify consultants on restricted tools.

**Prerequisite:**

**Leadership Architect®** 101 workshop or **Career Architect®** certification

**Dress:**

Business Casual/casual – jeans and sandals are okay (this IS California after all!)

**Meals:**

A continental breakfast and lunch will be provided

**Shipping:**

If you have flown to this workshop and you wish to ship your materials home rather than carrying them, boxes will be available at the end of the workshop. If you have a FedEx or UPS account - be sure to bring your account number to make that process easier.

**Materials required for this course include:**

- **Interview Architect®** Professional Handbook
- **Interview Architect®** Express Interviewers Kit
- *Interviewing Right* book
- **Interview Architect®** Trainers toolset
- **Leadership Architect®** Competency Sort Cards (version 4.1b)

Please note that participants may not share course materials. Each participant is required to use current paper products in this workshop.



*Talent management for today and tomorrow*



Talent management for today and tomorrow



# REGISTRATION FORM: 2009 Interview Architect® & SPA Certifications

Feb 12     Apr 23     May 13     Aug 13     Oct 14     Dec 10

**Prerequisite: Leadership Architect® 101 or Career Architect® certification**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

City \_\_\_\_\_ FAX: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Website: \_\_\_\_\_

**Registration Fee:** Early course fee of \$799.00 payable to: **The Crawford Group. Registration form and fee must be received four (4) weeks prior to course date to get discounted rate.** Individuals who register after the 4 week prior deadline date will pay the regular price of \$1000.00 for this workshop. Fees are due and payable at the time of registration. Email or fax the registration form. You may pay for your registration fee with a credit card via PayPal on our website, or mail your check to: The Crawford Group, PO Box 131284, Carlsbad, CA 92013. For business checks, please be sure to include the name of the course and participant on/with the check.

**Materials Fee:** Approximately \$500.00 plus tax and shipping. **Once your registration fee has been received, we will order your materials directly from Lominger International.** Materials will be shipped to The Crawford Group and brought to the course site for you. Lominger International will charge your credit card directly for the materials ordered. Please provide your credit card information.

**Credit Card:**            \_\_\_ VISA            \_\_\_ MC            \_\_\_ AmEx

**Account #** \_\_\_\_\_

**Name on the Card** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

► Please complete this registration form and **FAX it to The Crawford Group at 253.679.5625** to hold your place in the class. Your materials will be ordered once your payment has been received.

**Our Cancellation Policy:** Cancellations made during the ten (10) working days prior to the workshop will forfeit the registration fee. All cancellations must be received via fax or email. Substitutions of employees from within the same organization are welcome. Unopened materials may be returned to Lominger International **only with their approval.** They are subject to a re-stocking fee.

Once your registration process is complete and your materials ordered, you will receive a confirmation email with additional information and directions. For your convenience if you are traveling here, training sessions always take place in hotels, so, based on availability, you should be able to stay in the same location if you desire.

If you have additional questions, please call Lisa Crawford at 760.476.1552 or email her at [lisa@thecrawfordgroupinc.com](mailto:lisa@thecrawfordgroupinc.com)

**We look forward to seeing you at the workshop in gorgeous San Diego!**