

CSU Facilities Management Institute 2007 Training Program

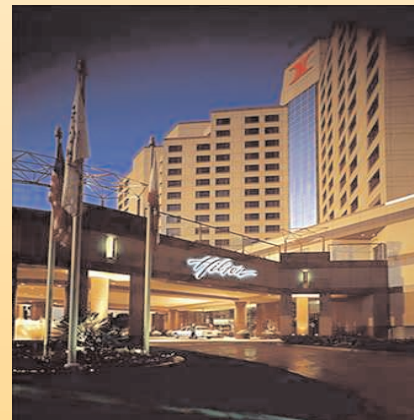
PLANT OPERATIONS— HIRING PRACTICES

Wednesday, March 7, 2007

8:30 a.m. to 4:00 p.m.

Executive Meeting Center

Hilton Long Beach



Presented By

CSU Facilities Management Institute
Capital Planning, Design and
Construction
CSU Office of the Chancellor

NANCY FREELANDER-PAICE

California State University
Office of the Chancellor
Capital Planning, Design & Construction
401 Golden Shore, Suite 237
Long Beach, CA 90802-4210



Plant Operations — Hiring Practices

Wednesday, March 7, 2007 | 8:30 a.m.—4:00 p.m.
Executive Meeting Center | Dividend Room
Hilton Long Beach

This session is designed for plant directors, energy coordinators, facility plant staff and facility management personnel.

Hiring, maintaining and retaining a team is not always as easy as it seems. Having the right hire is a key element for success. Understanding key interviewing skills and techniques will assist in leading you to the best candidate. Interact with other plant operation professionals and learn:

- How to structure the interview process
- How to identify critical job success factors
- S.T.A.R. questioning to support behavioral interviewing questions
- What legal questions can be asked during the interview and what illegal questions to avoid
- How to sell the university system to the candidate and tell them what they really want to know

Throughout the session, participants will learn and apply behavioral interviewing skills. By the end of the day, you will take back to work the resources and tools necessary to hire the right candidate the first time.

PRESENTED BY

CSU Northridge

- Laurie Walton, *Manager, Professional Development Programs Capital Planning, Design and Construction, Office of the Chancellor*
- Moderator: Nancy Frelander-Paice, *Executive Program and Fiscal Manager*

Registration

Register online at: www.calstate.edu/CPDC/Trg2007.shtml. The registration deadline is Friday, February 23, 2007. The fee for this program is \$100, and payment must be made before the event. No payment will be accepted the day of training. If paying by check, please make checks payable to the **CSU Facilities Management Institute** and mail directly to:

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Cancellation Policy – IMPORTANT

If you must cancel, you may do so online by returning to your individual registration transaction. A cancellation fee of \$20 will be assessed for cancellations for any reason. Cancellations less than **five calendar days** prior to the training will be assessed the entire registration fee. No-shows are not entitled to a refund or credit toward another training session.

If you are unable to cancel within the specified time, please feel free to send a substitute in your place. You may enter the name of your substitute to your registration online.

Hotel Information

A block of rooms have been reserved at the Hilton Long Beach for March 6 and 7.

Additional Information

Continental breakfast and lunch will be provided.

Self parking is available at the hotel for no additional charge.

Please contact Ms. Nancy Frelander-Paice at (562) 951-4087 or npaice@calstate.edu if you have any questions.

The CSU Facilities Management Institute (FMI) is the CSU's administrative framework for its planning, design and construction training program. The Office of Capital Planning, Design and Construction manages the program. The CSU FMI is only available to CSU personnel and related auxiliary staff as its training programs deal with business practices that are pertinent to the CSU.