



June 17, 1999

TO WHOM IT MAY CONCERN

SUBJECT: Hire Authority

The purpose of this letter is to serve as a reference for Hire Authority and more specifically for Carol Quinn. Our school district has employed Hire Authority to deliver interviewer training for a group of our senior managers and administrators. Our satisfaction with Ms. Quinn and with the quality of the training is extremely high. Having worked in personnel and human resources administration for 16 years, I highly recommend this training. The training is based on research and provides practical, "common sense" strategies to the vitally important function of staff selection.

If you need additional information, please feel free to contact me at (770) 513-6656.

Sincerely,

Glenn E. Pethel  
Executive Director  
Human Resources Department

GEP/kb

BOARD OF  
EDUCATION  
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THE MISSION OF  
GWINNETT COUNTY  
PUBLIC SCHOOLS  
*is to pursue excellence  
in academic knowledge,  
skills, and behavior  
for each student  
resulting in measured  
improvement against  
local, national, and  
world-class standards.*

P.O. Box 343  
Lawrenceville, GA  
30046-0343  
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## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name Wendell Jackson Title HR Director Company Gwinnett County Schools

- |                                                                                                | Excellent  |   |   |   | Poor |
|------------------------------------------------------------------------------------------------|------------|---|---|---|------|
| 1. Your OVERALL satisfaction with the workshop:                                                | <u>5</u>   | 4 | 3 | 2 | 1    |
| 2. The ideas and activities presented were:                                                    | <u>5</u>   | 4 | 3 | 2 | 1    |
| 3. The workshop's effectiveness in improving your interviewing and applicant selection skills: | <u>5</u>   | 4 | 3 | 2 | 1    |
| 4. Did the workshop meet its stated objectives?                                                | <u>YES</u> |   |   |   | NO   |

Please explain why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Did the workshop meet your needs? YES NO
- Please explain why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What was especially interesting or helpful? Very logical  
assimilation of relevant factors involved  
in interviewing.

7. Suggestions for improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we use your comments? YES NO May we use you as a reference? YES NO

Do you know others who would be interested in attending this workshop? YES NO

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name Gary Thomason Title Purchasing Agent Company Gwinnett County Schools

	Excellent				Poor
1. Your OVERALL satisfaction with the workshop:	(5)	4	3	2	1
2. The ideas and activities presented were:	(5)	4	3	2	1
3. The workshop's effectiveness in improving your interviewing and applicant selection skills:	5	(4)	3	2	1
4. Did the workshop meet its stated objectives?	(YES)				NO
Please explain why or why not? <u>The material presented clearly outlined the process for hiring high performers and methods to improve our skills in doing so.</u>					
5. Did the workshop meet your needs?	(YES)				NO
Please explain why or why not? _____					
_____					
_____					
6. What was especially interesting or helpful?	<u>Since I'm NOT in a hiring situation often, the whole process was very interesting.</u>				
_____					
_____					
7. Suggestions for improvement:	_____				
_____					
_____					

May we use your comments? (YES) NO May we use you as a reference? (YES) NO

Do you know others who would be interested in attending this workshop? YES NO

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name Sandra Robinson Title Payroll Manager Company Guinness Public School

- |                                                                                                | Excellent |   | Poor  |
|------------------------------------------------------------------------------------------------|-----------|---|-------|
| 1. Your OVERALL satisfaction with the workshop:                                                | (5)       | 4 | 3 2 1 |
| 2. The ideas and activities presented were:                                                    | (5)       | 4 | 3 2 1 |
| 3. The workshop's effectiveness in improving your interviewing and applicant selection skills: | (5)       | 4 | 3 2 1 |

4. Did the workshop meet its stated objectives?  YES  NO

Please explain why or why not? I learned quite a lot and will use my workbook.

5. Did the workshop meet your needs?  YES  NO

Please explain why or why not? I have never had any formal training for the interview process and this workshop gave great guidelines

6. What was especially interesting or helpful? What to really listen for - GREAT

7. Suggestions for improvement: \_\_\_\_\_

May we use your comments?  YES  NO    May we use you as a reference?  YES  NO

Do you know others who would be interested in attending this workshop?  YES  NO

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name JOHN GAYLE Title DIRECTOR Company SWINNETT CO. PUBLIC SCHOOLS

- |                                                                                                | Excellent  |   |   | Poor |
|------------------------------------------------------------------------------------------------|------------|---|---|------|
| 1. Your OVERALL satisfaction with the workshop:                                                | <u>5</u>   | 4 | 3 | 2 1  |
| 2. The ideas and activities presented were:                                                    | <u>5</u>   | 4 | 3 | 2 1  |
| 3. The workshop's effectiveness in improving your interviewing and applicant selection skills: | <u>5</u>   | 4 | 3 | 2 1  |
| 4. Did the workshop meet its stated objectives?                                                | <u>YES</u> |   |   | NO   |

Please explain why or why not? \_\_\_\_\_

5. Did the workshop meet your needs? YES NO

Please explain why or why not? \_\_\_\_\_

6. What was especially interesting or helpful? "INTERNAL" VS "EXTERNAL" PERFORMERS.

7. Suggestions for improvement: \_\_\_\_\_

May we use your comments? YES NO May we use you as a reference? YES NO

Do you know others who would be interested in attending this workshop? YES NO

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name \_\_\_\_\_ Title \_\_\_\_\_ Company GLS

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- |                                                                                                | Excellent                          |   |   | Poor |
|------------------------------------------------------------------------------------------------|------------------------------------|---|---|------|
| 1. Your OVERALL satisfaction with the workshop:                                                | (5)                                | 4 | 3 | 2 1  |
| 2. The ideas and activities presented were:                                                    | (5)                                | 4 | 3 | 2 1  |
| 3. The workshop's effectiveness in improving your interviewing and applicant selection skills: | (5)                                | 4 | 3 | 2 1  |
| 4. Did the workshop meet its stated objectives?                                                | (YES)                              |   |   | NO   |
| Please explain why or why not? <u>CLEAR OBJECTIVES STATED</u>                                  |                                    |   |   |      |
| _____                                                                                          |                                    |   |   |      |
| _____                                                                                          |                                    |   |   |      |
| 5. Did the workshop meet your needs?                                                           | (YES)                              |   |   | NO   |
| Please explain why or why not? _____                                                           |                                    |   |   |      |
| _____                                                                                          |                                    |   |   |      |
| _____                                                                                          |                                    |   |   |      |
| 6. What was especially interesting or helpful?                                                 | <u>GROUP EXERCISE, VISUAL AIDS</u> |   |   |      |
| _____                                                                                          |                                    |   |   |      |
| _____                                                                                          |                                    |   |   |      |
| 7. Suggestions for improvement: _____                                                          |                                    |   |   |      |
| _____                                                                                          |                                    |   |   |      |
| _____                                                                                          |                                    |   |   |      |

May we use your comments? YES NO May we use you as a reference? YES NO

Do you know others who would be interested in attending this workshop? YES NO

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_

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- |                                                                                                | Excellent |   |   |   | Poor |
|------------------------------------------------------------------------------------------------|-----------|---|---|---|------|
| 1. Your OVERALL satisfaction with the workshop:                                                | (5)       | 4 | 3 | 2 | 1    |
| 2. The ideas and activities presented were:                                                    | (5)       | 4 | 3 | 2 | 1    |
| 3. The workshop's effectiveness in improving your interviewing and applicant selection skills: | (5)       | 4 | 3 | 2 | 1    |
| 4. Did the workshop meet its stated objectives?                                                | (YES)     |   |   |   | NO   |

Please explain why or why not? \_\_\_\_\_

*Excellent information shared and I really enjoyed the group interaction*

5. Did the workshop meet your needs? (YES) NO

Please explain why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What was especially interesting or helpful? \_\_\_\_\_

*External + Internal auditors*

\_\_\_\_\_

7. Suggestions for improvement: \_\_\_\_\_

*more breaks*

\_\_\_\_\_

May we use your comments? (YES) NO May we use you as a reference? (YES) NO

Do you know others who would be interested in attending this workshop? YES NO

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name Doug Pickett Title \_\_\_\_\_ Company GCPS

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- |                                                                                                | Excellent |     |   | Poor |
|------------------------------------------------------------------------------------------------|-----------|-----|---|------|
| 1. Your OVERALL satisfaction with the workshop:                                                | 5         | (4) | 3 | 2 1  |
| 2. The ideas and activities presented were:                                                    | 5         | (4) | 3 | 2 1  |
| 3. The workshop's effectiveness in improving your interviewing and applicant selection skills: | 5         | (4) | 3 | 2 1  |

4. Did the workshop meet its stated objectives?  YES  NO

Please explain why or why not? Very Good Approach to  
Interviewing and Describing ~~an~~ Applicant "Fit"

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5. Did the workshop meet your needs?  YES  NO

Please explain why or why not? \_\_\_\_\_

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6. What was especially interesting or helpful? \_\_\_\_\_

Very Good Presentation

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7. Suggestions for improvement: \_\_\_\_\_
- 

May we use your comments? YES NO May we use you as a reference? YES NO

Do you know others who would be interested in attending this workshop? YES NO



## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. Please rush this back to us in the stamped & addressed envelope provided.

Name Terrn Kimbrell Title Director of IS Company Gw. Co. Public Schs

- |                                                                                                | Excellent |   |   | Poor |
|------------------------------------------------------------------------------------------------|-----------|---|---|------|
| 1. Your OVERALL satisfaction with the workshop:                                                | (5)       | 4 | 3 | 2 1  |
| 2. The ideas and activities presented were:                                                    | (5)       | 4 | 3 | 2 1  |
| 3. The workshop's effectiveness in improving your interviewing and applicant selection skills: | (5)       | 4 | 3 | 2 1  |
| 4. Did the workshop meet its stated objectives?                                                | (YES)     |   |   | NO   |

Please explain why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Did the workshop meet your needs? (YES) NO

Please explain why or why not? currently involved in  
interviews. Helped me to know what to  
listen for.

6. What was especially interesting or helpful? how to identify and  
ask the <sup>right</sup> questions to obtain a high  
performer

7. Suggestions for improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we use your comments? (YES) NO May we use you as a reference? (YES) NO

Do you know others who would be interested in attending this workshop? (YES) NO

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. Please rush this back to us in the stamped & addressed envelope provided.

Name Allen Bowen Title \_\_\_\_\_ Company \_\_\_\_\_

- |                                                                                                | Excellent |     |   | Poor |
|------------------------------------------------------------------------------------------------|-----------|-----|---|------|
| 1. Your OVERALL satisfaction with the workshop:                                                | 5         | (4) | 3 | 2 1  |
| 2. The ideas and activities presented were:                                                    | 5         | (4) | 3 | 2 1  |
| 3. The workshop's effectiveness in improving your interviewing and applicant selection skills: | 5         | (4) | 3 | 2 1  |

4. Did the workshop meet its stated objectives?  YES  NO

Please explain why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Did the workshop meet your needs?  YES  NO

Please explain why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What was especially interesting or helpful? The booklet for review  
~~was~~ was helpful. I think the "formula" and  
philosophy is efficient ~~and~~ and portable

7. Suggestions for improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we use your comments?  YES  NO May we use you as a reference?  YES  NO

Do you know others who would be interested in attending this workshop?  YES  NO

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name \_\_\_\_\_ Title \_\_\_\_\_ Company \_\_\_\_\_

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- |                                                                                                | Excellent |     |   | Poor |
|------------------------------------------------------------------------------------------------|-----------|-----|---|------|
| 1. Your OVERALL satisfaction with the workshop:                                                | 5         | (4) | 3 | 2 1  |
| 2. The ideas and activities presented were:                                                    | 5         | (4) | 3 | 2 1  |
| 3. The workshop's effectiveness in improving your interviewing and applicant selection skills: | 5         | (4) | 3 | 2 1  |
| 4. Did the workshop meet its stated objectives?                                                | (YES)     |     |   | NO   |

Please explain why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Did the workshop meet your needs? (YES) NO

Please explain why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What was especially interesting or helpful? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

7. Suggestions for improvement: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

May we use your comments? YES NO May we use you as a reference? YES NO

Do you know others who would be interested in attending this workshop? YES NO

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name Craig Woodrow Title Director of Bld Maint. Company Gwinnett County Public Schools

	Excellent		Poor
1. Your OVERALL satisfaction with the workshop:	5	(4)	3 2 1
2. The ideas and activities presented were:	5	(4)	3 2 1
3. The workshop's effectiveness in improving your interviewing and applicant selection skills:	5	(4)	3 2 1
4. Did the workshop meet its stated objectives?	YES	(NO)	
Please explain why or why not? <u>Was not clear that the workshop was on hiring "High Performers". Memo stated interview training.</u>			
5. Did the workshop meet your needs?	(YES)		NO
Please explain why or why not? <u>Excellent - gave clear cut, informed process for selecting HP individuals. It showed why we have some current performance gaps and how to overcome them</u>			
6. What was especially interesting or helpful?	<u>It showed why we have some current performance gaps and how to overcome them</u>		
7. Suggestions for improvement:	_____		
	_____		
	_____		

May we use your comments? YES NO      May we use you as a reference? YES NO

Do you know others who would be interested in attending this workshop? YES NO

Bld Maint Mgrs + Foremen.

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name G. Puetz Title Asst Director Company GOPS

- |                                                                                                | Excellent |     |   | Poor |
|------------------------------------------------------------------------------------------------|-----------|-----|---|------|
| 1. Your OVERALL satisfaction with the workshop:                                                | 5         | (4) | 3 | 2 1  |
| 2. The ideas and activities presented were:                                                    | 5         | (4) | 3 | 2 1  |
| 3. The workshop's effectiveness in improving your interviewing and applicant selection skills: | 5         | (4) | 3 | 2 1  |
| 4. Did the workshop meet its stated objectives?                                                | (YES)     |     |   | NO   |

Please explain why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Did the workshop meet your needs? (YES) NO

Please explain why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What was especially interesting or helpful? Cards insights concerning the difference between hiring High Performers + Managing compromise choices using info you received

7. Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we use your comments? YES NO May we use you as a reference? YES NO

Do you know others who would be interested in attending this workshop? YES NO

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name Kathy Mills Title Director of Employee Relations Company Gwinnett Co. Public Schools

- |                                                                                                | Excellent |     |   | Poor |
|------------------------------------------------------------------------------------------------|-----------|-----|---|------|
| 1. Your OVERALL satisfaction with the workshop:                                                | 5         | (4) | 3 | 2 1  |
| 2. The ideas and activities presented were:                                                    | 5         | (4) | 3 | 2 1  |
| 3. The workshop's effectiveness in improving your interviewing and applicant selection skills: | (5)       | 4   | 3 | 2 1  |
| 4. Did the workshop meet its stated objectives?                                                | (YES)     |     |   | NO   |

Please explain why or why not? \_\_\_\_\_

\_\_\_\_\_

5. Did the workshop meet your needs? (YES) NO

Please explain why or why not? \_\_\_\_\_

\_\_\_\_\_

6. What was especially interesting or helpful? \_\_\_\_\_

Sample questions for determining high performers

\_\_\_\_\_

7. Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

May we use your comments? (YES) NO May we use you as a reference? (YES) NO

Do you know others who would be interested in attending this workshop? YES (NO)

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name DANNIE L. REED Title DIA OF TRANS Company GCPS

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- |                                                                                                | Excellent |   |   | Poor |
|------------------------------------------------------------------------------------------------|-----------|---|---|------|
| 1. Your OVERALL satisfaction with the workshop:                                                | (5)       | 4 | 3 | 2 1  |
| 2. The ideas and activities presented were:                                                    | (5)       | 4 | 3 | 2 1  |
| 3. The workshop's effectiveness in improving your interviewing and applicant selection skills: | (5)       | 4 | 3 | 2 1  |
| 4. Did the workshop meet its stated objectives?                                                | (YES)     |   |   | NO   |

Please explain why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Did the workshop meet your needs? (YES) NO

Please explain why or why not? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What was especially interesting or helpful? Book

\_\_\_\_\_

\_\_\_\_\_

7. Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we use your comments? YES NO May we use you as a reference? (YES) NO

Do you know others who would be interested in attending this workshop? YES NO

## HIRE AUTHORITY Workshop Evaluation

Thank you for taking the time to complete this questionnaire that will help us to be High Performers at presenting the workshop you attended, *Interview Training For Hiring High Performers*. **Please rush this back to us in the stamped & addressed envelope provided.**

Name \_\_\_\_\_ Title \_\_\_\_\_ Company GCP S

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	Excellent			Poor
1. Your OVERALL satisfaction with the workshop:	5	(4)	3	2 1
2. The ideas and activities presented were:	5	(4)	3	2 1
3. The workshop's effectiveness in improving your interviewing and applicant selection skills:	5	(4)	3	2 1
4. Did the workshop meet its stated objectives?		(YES)		NO
Please explain why or why not? _____				
_____				
_____				
5. Did the workshop meet your needs?		(YES)		NO
Please explain why or why not? _____				
_____				
_____				
6. What was especially interesting or helpful?	_____			
_____				
_____				
7. Suggestions for improvement:	_____			
_____				
_____				

May we use your comments? YES NO May we use you as a reference? YES NO

Do you know others who would be interested in attending this workshop? YES NO