

## **Course Description**

Hiring qualified employees is crucial to a company's success. This means hiring the best qualified person with excellent work habits and a great attitude. But, that is not easy to accomplish. There are several critical steps in the hiring and interviewing process, beginning with developing a job description. Then, the position needs to be advertised in some way. The next step is to compile the list of applicants and conduct the preliminary screening by reviewing the application or resumé. Once these steps are completed, the interview can be conducted. The final step of the process involves making the offer.

By using the techniques covered in this training session, you will be able to navigate the process to find the best employees and avoid lawsuits.

## **Objectives**

After your training program, the trainees should be able to:

- Develop and use job descriptions
- Determine a recruiting method
- Formulate job-related interview questions
- Avoid unfair or discriminatory interview questions
- Make an employment offer that doesn't imply a binding contract
- Select the best candidate based on job-related criteria

## **Audience**

This training session is designed for those employees who have been included in the company's Leadership Development group.

## **Requirements**

Hiring and interviewing of employees are regulated by the following laws:

- Immigration Reform and Control Act of 1986,
- Civil Rights Act (Title VII on employment discrimination),
- Equal Employment Opportunity Act,
- National Labor Relations Act,
- Fair Labor Standards Act,
- Employee Retirement Income Security Act (ERISA),
- Consolidated Omnibus Budget Reconciliation Act (COBRA),
- Occupational Health and Safety Act,
- Right-to-Know Chemical Act,
- Federal Rehabilitation Act of 1973,
- Age Discrimination in Employment Act,
- Drug Free Workplace Act of 1988,
- Vietnam Era Veterans Readjustment Assistance Act of 1974,
- Worker Adjustment and Retraining Notification Act of 1988,
- Americans with Disabilities Act of 1990, and
- Individual state laws.

