

Selection, Orientation & Training

Prerequisites: None
Schedule: Half- Day Session

Course Objective

This course gives the participant a practical approach to the selection process, how to conduct an employee orientation and properly train the employee once they have been hired. This session has been designed to improve interviewing skills, increase interviewer confidence, reinforce legal concerns and implications and provide the participant with a model to successfully train employees.

Course Topics

- Learn How to Develop a Selection Strategy to Hire the Right Employee
- Screening Applications
- Learn What Behavioral Questions Are and Why You Should Use Them
- EEO Guidelines
- Learn What Questions You May Ask Legally and Not Ask
- The Cost of Turnover
- Getting The Employee Off To The Right Start
- How to Train Your Employees