

Human Resources Professional Certificate Series



Recruiting, Selection, and Hiring: *A Practical Approach*

Participants will focus on how to successfully recruit, select, and hire the best talent for their organization. Better hiring decisions lead to increased productivity, improved retention, and reduced liability for organizations. Learn how you can apply best practices to improve your hiring success.

Topics of Discussion

1. Selection and Interviewing

- Creating a Selection Strategy
- Sourcing and Attracting Candidates
- Pre-screening Candidates
- Effective Recruiting Techniques
- Designing Interview Questions
- Conducting Meaningful Interviews
- Recommended vs. Illegal Questions

2. Pre-employment Screening

- Resumes/Employment Applications
- Applicant Testing/Assessment Tools

- Reference Checks
- Background Checks
- Physicals/Medical Screening
- Drug Testing
- Mock Selection Activity

3. Hiring Legislation

- Fair Credit Reporting Act
- I-9 Forms/Immigration/E-Verify
- I-9 Audit
- Affirmative Action Requirements
- New Hire Reporting



This program has been approved for 6.0 general re-certification hours towards PHR and SPHR re-certification through the Human Resource Certification Institute (HRCI). The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for re-certification credit. For more information about certification or re-certification please visit the HRCI homepage at www.hrci.org.

March 21, 2012
8:30 am—4:00 pm

The Employers Association Conference Center
Cost: \$195 Member Discount Rate/\$225 Standard Rate

Registration Form for

Recruiting, Selection, and Hiring:
A Practical Approach

Wednesday, March 21, 2012
8:30 am—4:00 pm

Conducted at:
The Employers Association Conference Center

Mail, FAX or phone your reservation to:
The Employers Association 3020 West Arrowood Road, Charlotte, NC 28273

PHONE: 704-522-8011 FAX: 704-522-8105

TODAY'S DATE: _____ COMPANY: _____

CONTACT NAME: _____

NAME: _____ NAME: _____

NAME: _____ NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

Payment:

- \$195.00 **Member Discount Rate**
- \$225.00 Standard Rate
- Please Invoice My Company Purchase Order # _____
- Check Enclosed

(Please call if you want to use your credit card but do not feel comfortable completing this section)

- Credit Card (Please circle one) American Express MasterCard Visa

Account Number _____ V- Code _____
(see front or back of card for three/or four digit code)

Expiration Date _____

Signature _____

Address _____
(Needs to be the same as billed to)

Space is limited; therefore registrations are taken on a first-come basis. Cost includes all class material. Substitutions of participants may be made at any time; however, cancellations within five full business days of the program will be responsible for the \$30.00 cancellation fee. No-shows will be charged the full course price.