2016-2017 EDUCATION and TRAINING SERIES

LEGAL | HUMAN RESOURCES | OSHA | SALES & MARKETING

“Do it right the first time”

We invite you to attend

EFFECTIVE AND SUCCESSFUL HIRING TECHNIQUES WORKSHOP

Presented by:
Larry Levy, Owner
Employee Relations Management
415.892-1497
larrylevy@earthlink.net

To Register:
Email: larrylevy@earthlink.net
Phone: 415.892.1497

Wednesday, September 21, 2016
8:00 am – Noon
$95.00 for Members
$135.00 for Non-Members

See Page 3 for complete program outline |

Location: Marin Builders Association, 660 Las Gallinas Avenue, San Rafael, CA

Complete Series info at www.marinbuilders.org/training
Subject Matter – Effective Hiring Techniques

Why should I attend?
Participants get 4 hours of information, discussion and role-playing utilizing the most proven hiring techniques including preparing the “perfect profile” to extending the offer letter. This is a hands-on, practical and down-to-earth seminar.

What will I gain from attending this event?
Participants will both learn and practice the most successful hiring techniques. No longer will you have to terminate recently hired employees because they turned out not to be a solid “fit.”

What will you receive from attending this event?
4 hours of information and role playing, all the appropriate forms used in the hiring process, a comprehensive handout summarizing the important points, sample resumes, and copies of the telephone screen and interview form.

How will my business benefit because I attended this event?
You will avoid the risk of having to hire the replacement of new employees, an Unemployment Insurance claim, an appearance before the State Labor Commissioner or defending a Wrongful Termination law suit.
HOW TO HIRE THE RIGHT EMPLOYEE THE FIRST TIME

SEMINAR OUTLINE

I  The Costs of Hiring the Wrong Employee
II  Evaluate your Needs and Requirements for the Job
   A  Know the job success factors
   B  Know your true requirements
   C  Understand the real duties of the job
III  Prepare a Written Job Description for each Job
IV  Utilize Multiple Sources to Attract Excellent Candidates
V  Evaluating Resumes and Applications
VI  Phone Screening
VII  Good Questions and Bad Questions in an Interview
VIII  Interview techniques
IX  Reference Checking and Extending an Offer
X  Offer Letters
XI  Equal Employment Opportunity
XII  Discrimination
XIII  The Americans with Disabilities Act
XIV  Hiring Independent Contractors
XV  Negligent Hiring, Retention and Training Cases
XVI  Alcohol and Drug Testing

Complete Series info at www.marinbuilders.org/training