HIRE RIGHT!

With

Penny Miller

Tuesday, June 4, 2019
8:00 AM – Noon
$60

Vernon College Century City Center
4105 Maplewood Ave
Wichita Falls, TX 76308

Most employee issues can be handled best by hiring the right person to begin with. Although there is no fool-proof way to ensure you hire the best person all the time, organizations can improve their odds by designing and following a process to make informed hiring decisions.

- A recruitment and selection process that works
- Understanding what you need/want
- Choosing and leveraging the appropriate recruiting sources
- How to evaluate applications/resumes
- Pre-hire testing
- How to (properly) conduct interviews
- When and how to conduct background checks
- Drug testing and physical exams: pros and cons
- Job offers
- Evaluating the effectiveness of your process
- Putting it all together

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