

HIRE RIGHT!

With

Penny Miller



Tuesday, December 5, 2023

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

For more information contact:

Vernon College Continuing Education

4105 Maplewood Ave

Wichita Falls, TX 76308

Tina Duke

940-96-8752 ext. 3214 or ce@vernoncollege.edu