

Vernon Campus
4400 College Drive
Vernon, TX 76384
940.552.6291

Century City Center
4105 Maplewood Ave.
Wichita Falls, TX 76308
940.696.8752

Skills Training Center
2813 Central Expressway E
Wichita Falls, TX 76302
940.766.3369

Sheppard Learning Center
426 5th Avenue, Suite 8
Sheppard AFB, TX 76311
940.855.2203

Seymour Learning Center
200 Stadium Drive
Seymour, TX 76380
940.889.3133

HIRE RIGHT!

With

Penny Miller



Thursday, June 7, 2018

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
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940-689-3714**