

EMPLOYMENT LAW SEMINAR FOR EMPLOYERS

How to Hire the Right Employee the First Time

Presented by:

**Jay G. Putnam, Attorney and
Larry Levy, Employee Relations
Management**

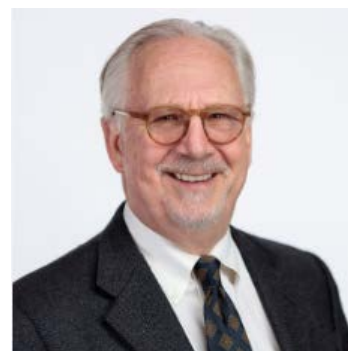
**Monday, July 29, 2019
8:30 a.m. – 11:30 a.m.**

**North Coast Builders Exchange
1030 Apollo Way Santa Rosa**

**\$50 for NCBE Member
\$100 for Non-Members**

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Expert guidance will be provided in this fast-paced, interactive workshop covering all aspects of how to go about recruiting and hiring employees. You will learn the tools and documents required for screening, interviewing, hiring, checking references, offer letters and onboarding.

~ To register call **Kassandra** at 707-542-9502 or e-mail her at [Kassandra@ncbeonline.com](mailto:Kassandra@ncbeonline.com)



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## **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**
- III New Laws Governing the Hiring Practice**
- 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**