

HOW TO HIRE THE RIGHT EMPLOYEE THE FIRST TIME

Presented by:

Larry Levy, Employee Relations Management

Tuesday, September 24, 2019
8:30 a.m. – 11:30 a.m.

North Coast Builder's Exchange
1030 Apollo Way, Santa Rosa

\$50 for members of NCBE
\$100 for non-members

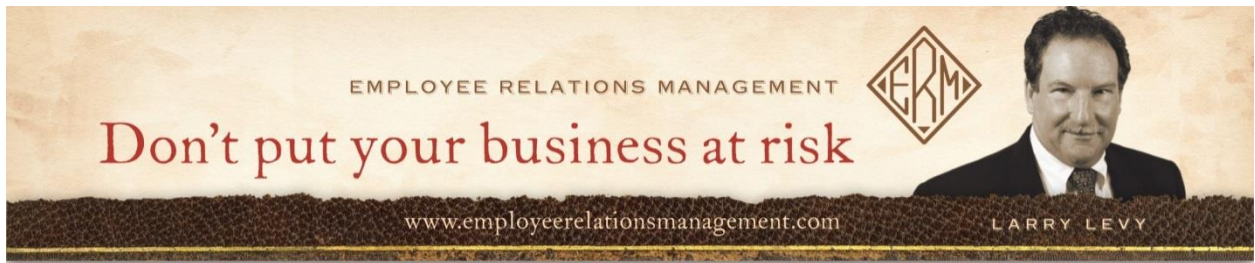
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Expert guidance will be provided in this fast-paced, interactive workshop covering all aspects of how to go about recruiting and hiring employees. You will learn the tools and documents required for screening, interviewing, hiring, checking references,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

~ Continental Breakfast will be served ~

*To Register: Please call **Kassandra Villasenor** – (707) 542-9502  
or email 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**
  - A Know the job success factors**
  - B Know your true requirements**
  - C Understand the real duties of 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**