VISIONPOINT
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RECRUITING & HIRING
A Manager's Guide to Staying Out of Court

Recruiting and hiring can be a legal minefield for managers. This program equips them with the skills they need to avoid legal pitfalls in finding and hiring the right people. Also, it addresses the most common stumbling blocks, including job descriptions, job advertising, interviewing and equal opportunity concerns.

About the Program:

It's all too easy for a manager with great intentions to put your organization at risk. Now, this Legal Briefs module can help you equip your managers to *find and hire the right people and stay in compliance with the law*. With straightforward language and real-world examples, this program addresses the most common and dangerous potholes managers face—and presents specific actions managers can implement to keep themselves and your organization out of court.

After completing the Workshop, participants will know:

- How to verbally describe a job position and avoid omitting, exaggerating or implying
- How to advertise a position and avoid illegal or discriminatory language
- How, and what, to prepare for interviews—and avoid illegal questions
- How to avoid reverse discrimination
- How to provide equal opportunity in recruiting and hiring

Target Audience: Managers and Supervisors
Course Length: 1 and 3 Hour Options

TRAINING SOLUTIONS, Inc.
703-318-0838
www.trainingsolutions.com