

COURSE

Hiring Skills and Restrictions

2nd Edition

Respect



Recruiting Top Talent and Building Diverse Teams

Hiring managers who lack an understanding of proper interviewing and hiring practices may overlook exceptional candidates, compromising your organization's mission, values, diversity initiatives, and workplace performance. Additionally, such oversight may expose your organization to discrimination claims. In short, the individuals you hire shape the talent and success of your team and organization as a whole.

Course Description

Recruiting, interviewing, evaluating candidates, and onboarding new employees takes skill and practice to do it effectively, inclusively, and respectfully.

Key Concepts

- Reasons for developing hiring skills
- Writing inclusive job descriptions that don't limit applicant pools
- Generating diverse pools of candidates
- How to write respectful, inclusive interview questions
- When to apply common evaluation criteria to all candidates
- Best practices for onboarding new candidates

Course Features

- Access to our Anonymous Ask the Expert tool
- Rich video scenarios based on real-world events
- Built-in employee sentiment surveys
- 50+ Machine Translation Options
- Optional program timer
- Policy acknowledgement tool
- Extensive customization options

Lessons

Introduction

Introduces learners to the “what’s in it for me” to develop their hiring skills.



VERSIONS

All Employees (30 min)

WHAT'S COVERED

- [At-Will Employment](#)
- [Hiring](#)
- [Interviewing](#)
- [Job Descriptions](#)
- [Onboarding](#)
- [Recruitment](#)

COURSE EXPERTS

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Emtrain Founder & Employment Law Expert

Job Descriptions
How to write job descriptions that focus on the core skills/experience required in the role, without inserting requirements that aren't necessary for the role and that also limit the applicant pool.
Recruitment
How to promote the job opportunity in many ways to generate a large, diverse applicant pool.
Behavioral Interviewing
Modeling how to ask open-ended questions where the applicant's response can demonstrate the applicant's knowledge/experience.
Do's and Don'ts
How to be respectful in interview questions and not ask questions that trigger information reflecting an applicant's legally protected personal traits, which should not factor into the evaluation of any applicant.
Evaluating and Onboarding Candidates
How to create a process, utilized by all interviewers where there are consistent interview questions asked and common evaluation criteria applied to all candidates. This lesson also teaches hiring managers to create an onboarding plan, designed to support
Conclusion
Provides a summary of the main concepts of effective hiring as well as a learner feedback survey.
Provide Your Feedback
A post-program survey on the learning experience.