

# Recruiting & Hiring 101

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# Syllabus

- The Recruiting Process
  - Define the position
  - Figure out your market
  - The interview process
- The Hiring Process
  - Extending an offer
  - Running background checks
  - Your new employee's first day
- Laws to be aware of

# The Recruiting & Hiring Process

# Employee Lifecycle



# Planning

- Define your need:
  - New position
  - Replacement
- Define the job:
  - Responsibilities
  - Essential functions
  - Minimum requirements



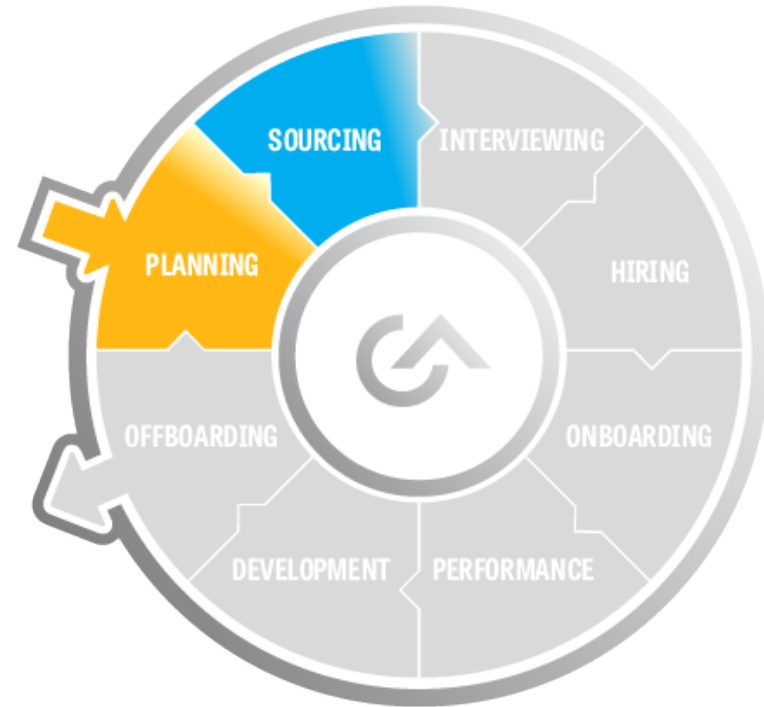


# Recruitment Plan

- Do you have a standard process?
- Who is doing the recruiting?
  - Internal vs. external
- What is your market?
  - Entry level vs. experienced
  - Blue collar vs. white collar

# Sourcing

- Posting
  - Print vs. electronic
  - Big vs. targeted job boards
- Career fairs
- Campus recruiting
- Workforce commission
- Veteran/Military recruiting organizations



# Bringing in Resumes

- Pull resumes from recruiting accounts
  - Big names and specialized
- University resume banks
- Internal referral program



# Screening

- Use your Applicant Tracking System (ATS)
- Standardize screening process
  - Identify your deal-breakers
- Phone screening
- Assessments

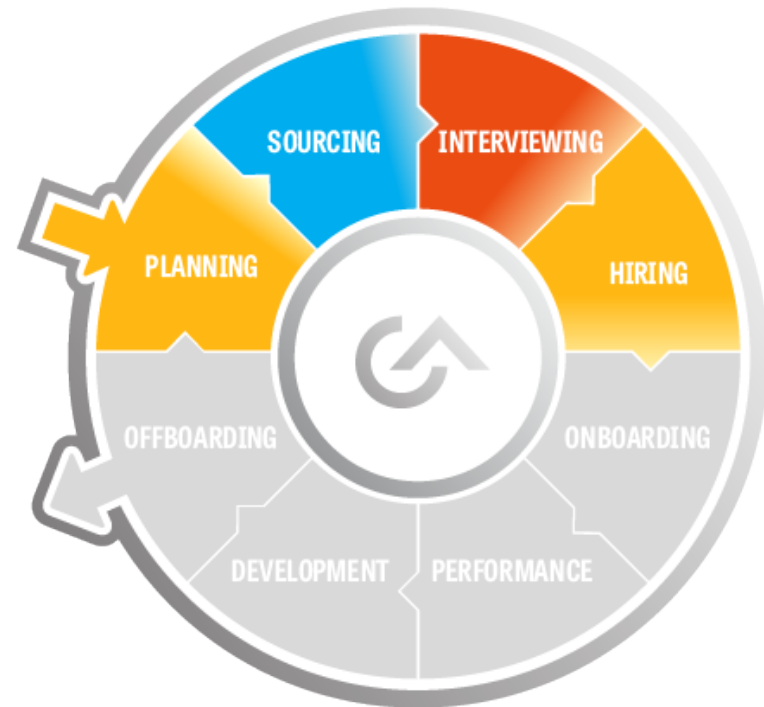
# Interviewing

- Establish a process
  - How many steps?
  - Disqualifiers
- Create a standard questionnaire
- Work closely with hiring managers



# Extending the Offer

- How to issue the offer:
  - Immediately after final interview
  - By phone
  - By email
- Negotiating:
  - Pay rate
  - Vacation/PTO
  - Extended start date
- Deal-breakers and walking away



# Drafting the Offer Letter

- Key items to include
- Nice things to include
- What to not include

# Offer Accepted: Now What?

- Post-offer pre-employment checks
  - Drug test
  - Background check
    - FCRA, pre-adverse action notice
  - Physical (if applicable)

# First Day Prep

- Prep the employee
  - Setting expectations
    - When to be there
    - What to bring
  - Keep in contact
- Prep on your side
  - Make sure the full day is scheduled
  - Introduce them around the office/ department
  - Take them to lunch
  - Assign a mentor



# Employment Laws Affecting Recruiting & Hiring

# Title VII & PDA

- Title VII of the Civil Rights Act of 1964
  - What is it?
  - How to avoid violating Title VII
- Pregnancy Discrimination Act (Amendment to Title VII)
  - What is it?
  - How to avoid violating the PDA





# ADAAA & ADEA

- Americans with Disabilities Act Amendments Act (ADAAA)
  - What is it?
  - How to avoid violating the ADAAA
- Age Discrimination in Employment Act (ADEA)
  - What is it?
  - How to avoid violating the ADEA

# Additional Concerns

- EEOC enforcement and guidance
- Contract obligations



# Q&A

# #AskMDE



If we didn't get to your question during today's presentation, tweet us ([@GAPartners](#)) using [#AskMDE](#), and our experts will reply with an answer shortly!

Or, you can email your questions to [info@gnapartners.com](mailto:info@gnapartners.com).

# Reminders

- The recording of this webinar will be available on the G&A Partners website soon ([www.gnapartners.com](http://www.gnapartners.com)).
- This webinar has been pre-certified for 1 hour of general recertification credit toward PHR, SPHR and GPHR recertification through the HR Certification Institute.

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