

**MAKING THE RIGHT HIRE:
EFFECTIVE RECRUITING AND HIRING PRACTICES**

Thursday, March 26, 2015

AGENDA

9:00–10:00 A.M.

MAKING THE RIGHT HIRE: LEGAL CONSIDERATIONS

Linda Pearce Edwards

Gignilliat, Savitz & Bettis, LLP

- Who Is an Applicant?
- Important Legal Concerns
 - Title VII of the Civil Rights Act
 - Age Discrimination in Employment Act
 - Americans with Disabilities Act
 - Workers' Compensation Act
 - Bankruptcy Protection Act
- Interviews
- Drug Screening
- Background Checks
- Reference Checks
- Job Offer
- Questions

10:00–10:10 A.M.

BREAK

10:10–11:10 A.M.

FINDING AND HIRING THE RIGHT PEOPLE

William E. Tomes

Joseph P. Riley Jr. Center for Livable Communities

College of Charleston

- Finding the Right People — Recruiting
 - Approaches
 - Recruitment Messages
 - Communication Media
 - Other Sources
- Screening and Selection
 - Truisms
 - Principles
 - Testing
 - Interviews

11:10–11:20 A.M.

BREAK

11:20–11:50 A.M.

- Screening and Selection, *Continued*
- The Last Step — Onboarding

11:50 A.M.–12:00 P.M.

QUESTIONS AND CONCLUSION