Recruiting and hiring can be one of the most challenging and time-consuming processes a county can face. Hiring the right people is crucial—not only to prevent the loss of skills and productivity—but also to support the county’s values and culture. Our presenters will discuss common misconceptions; introduce best practices for recruitment, hiring, and onboarding; and examine federal and state laws that affect the hiring process. Participants will also be encouraged to send questions to the instructor via email during the webcast.

A sample of topics to be covered includes:

- Best practices for recruiting, screening, interviewing, and onboarding
- Evaluating job and organizational fit
- Addressing federal laws enforced by the EEOC
- Other legal considerations—including FOIA and the use of social media to review applicants

**WHEN:** Thursday, March 26, 2015, 9:00 A.M. – 12:00 Noon

**WHO:** Elected officials, chief administrative officers, county attorneys, human resource directors, department heads, and supervisors

**WHERE:** This webcast can be viewed in any training room where there is internet access through a laptop computer connected to an LCD projector.

**INSTRUCTORS:** William E. Tomes, Fellow
Joseph P. Riley Jr. Center for Livable Communities, College of Charleston
Linda Pearce Edwards, Attorney
Gignilliat, Savitz & Bettis, LLP

**TO PARTICIPATE IN THIS WEBCAST, YOU SHOULD:**

- Identify a "coordinator" to be the official contact for the county. He/she will arrange all of the logistics (including equipment and seating) prior to the webcast and be on-site the day of the webcast.
- Send an interoffice memo to all affected officials and employees to inform them of the webcast and to encourage participation.
- Register online via www.sccounties.org or complete the enclosed form and fax it to the SCAC Offices.
- Arrive at your viewing site by 8:30 a.m. and confirm that all equipment is working properly.
- RELAX and enjoy!