Making the Right Hire: Effective Recruiting and Hiring Practices
SCAC Webcast

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!