

Columbia Gorge Employer Council

Seminar for Business



www.WorkingInOregon.org/OEC

*Columbia Gorge Employer Council in partnership with
Columbia Gorge Community College invites you to attend:*

Legal Hiring Practices

Presenter: Jennifer Germundson
Bureau of Labor and Industries
Technical Assistance for Employers
Tuesday, October 26, 2010

Columbia Gorge Discovery Center and Museum
5000 Discovery Drive
The Dalles, OR

Seminar will be held in the classroom located in the basement
7:45 am – 8:30am – Check In & Continental Breakfast
8:30 am – Noon – Seminar

Hiring the right employee is one of a supervisor's most important tasks. This seminar will provide you with up-to-date information and useful tips on hiring the best candidate for the job. Topics covered include:

- Employment-at-will
- Exceptions to employment-at-will
- State and federal protected classes
- Developing a job description
- Recruitment resources
- Applications and resumes
- Pre-interview strategies
- Conducting legal and effective interviews
- Reference checking
- Pre-employment testing
- New hire paperwork
- New employee orientation

All participants of this seminar will be registered with the college as taking a non-credit course.

Cost: \$65.00 per person, \$55.00 per person/2 or more from the same organization. Fee includes seminar, materials and breakfast. Non-refundable.

For more information: Contact Anita Iken at (541) 296-5435 ext. 231. E-mail:
Anita.L.Iken@state.or.us



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