

Linn Benton Employer Council

Seminar for Business



www.WorkingInOregon.org/OEC

Linn Benton Employer Council invites you to attend:

Bureau of Labor & Industries (BOLI) Seminar Supervisory Practices

Legal Hiring and Interviewing
Presenter: Jennifer Germundson
Tuesday, August 17, 2010

Central Willamette Credit Union Headquarters
7101 Supra Dr SW, Albany

9:00 a.m. to 12:00 noon..... Workshop
8:30 a.m. Check-in and continental breakfast

Legal Hiring and Interviewing

Hiring the right employee is one of the most important decisions a supervisor will make. Good hiring practices save time and money. This seminar explains how to find and hire the best employees, while still staying within the law. Topics include: creating and using job descriptions, setting the stage for productive job interviews, lawful interview questions, obtaining medical information, pre-employment testing, references (both giving and getting), developing useful and legal job applications, documentation and new hire paperwork, and new employee orientations.

Cost: \$60 per person, \$50 per Chamber of Commerce member. Visa and MasterCard accepted. Continental breakfast included. Non refundable. Limited seating available.

This seminar is part of a series:

Legal Hiring and Interviewing: Tuesday, August 17, 2010

Coaching, Documenting, Disciplining: Tuesday, September 14, 2010

Register for both seminars for a discounted price of only \$100 per person, or \$80 per Chamber of Commerce member. Register for both today!

Bring your business card to be included in drawings. Bring your brochures and promotional items to share with other businesses at our information table.

For more information: Contact: Greg Ivers (541) 812-8668 Greg.E.Ivers@state.or.us

