



# dANA NÄYE VENTURES COURSE OUTLINE

## How To Recruit & Hire Good Employees

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**COURSE LENGTH:** 6 Hours

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### COURSE INFORMATION

**PREREQUISITES:**

N/ A

**COURSE DESCRIPTION:**

A workshop on the essential steps to recruit and hire good employees.

**COURSE GOALS:**

Upon completion of this course students will be able to:

- Develop job descriptions
- Develop a statement of qualifications
- Write recruitment ads
- Screen applicants effectively for an interview
- Conduct interviews that reveal the best candidate
- Score applicants based on established criteria
- Conduct reference checks to verify the candidate's suitability
- Avoid problematic situations

**MAJOR COURSE OBJECTIVE**

The objective of this course is to outline the steps necessary to recruit and hire the best candidate for the job.

**COURSE FORMAT:**

Lecture, demonstration

**COURSE REQUIREMENTS**

**ATTENDANCE AND PARTICIPATION**

Students are required to be in attendance for the duration of the course to receive a certificate.

**QUIZZES:**

N/ A

**ASSIGNMENTS:**

In class assignments only

**DETERMINATION OF FINAL MARK:**

N/ A

**TEXT AND MATERIALS:**

A manual is provided

**QUIZZES, TERM EXAMS, AND FINAL EXAM:**

N/ A

**GRADES ON TRANSCRIPT:**

N/ A