



Onboarding Basics: Interviewing, Company Handbooks, Job Descriptions and More

by

Mike Wallenfang

Short Description of the Presentation:

When it comes to hiring individuals there are basics, both from a practical and legal standpoint, that need to be considered. This presentation will cover some of the foundational items through a back and forth interview with an HR Director.

Interviewing Process

- Critical first impressions
- Candidate is also interviewing the company
- Questions to ask
- Tips on interviewing
- Background reports

Four States to Onboarding

- Initial development
- Ongoing development
- Retention
- Separation

Importance of a Company Handbook

- How to enforce policies
- Guidelines of state and federal law
- Legality of checking out social sites

Job Descriptions

- Terms to use
- Information that needs to be in the job description

Use of Devices on the Job

- Electronics policy

Use of an Outside HR Managers