



HIRING RIGHT for 9-1-1

This four-week interactive online course provides you with the tools and information you need to stop the revolving door of turnover and start hiring right! Informative and practical, this course takes you through each step in the hiring process from laying the foundation to making the final hiring decision.

PREREQUISITES:

This course is designed for all who conduct and/or are involved with the agency hiring process.

BENEFITS OF TAKING THIS COURSE:

After taking this course, you will be able to:

- Write clear and concise job descriptions, job facts sheets and self-screening questionnaires.
- Design effective recruiting campaigns.
- Understand the proper selection and use of pre-employment testing.
- Understand the principals of behavior-based interviewing and write job-related, effective behavior-based interview questions.
- Design and conduct valid, reliable and legal pre-employment interviews.
- Design and conduct an effective reference check process.
- Stop the revolving door of turnover and start hiring right!!

WHAT YOU WILL RECEIVE:

- The ability to interact with your peers – discover common problems – find out what’s working for them – share information and materials – build a support network of friends in like positions.
- One-on-one mentoring - feedback and assistance from your instructor as you build your hiring process and tackle your turnover issues.
- Certificate of Completion awarding **20 training hours** upon successful completion of the course.

COURSE OUTLINE:

Week 1: Laying the Foundation

- Creating Your Master Plan
- Determining Your Selection Criteria
- Writing the Job Description
- Creating a Job Facts Sheet and Self-Screening Questionnaire

Week 2: Narrowing the Field and Preparing for the Interview

- Recruiting Candidates
- Screening Resumes and Applications Forms
- Designing and Conducting a Job Preview Session
- Designing and Conducting Pre-employment Testing
- Conducting a Valid, Reliable and Legal interview

Week 3: Selecting Interview Questions and Conducting the Interview

Writing Effective Interview Questions
Developing an Interview Rating Sheet
Conducting the Interview
Interpreting the Interview Data

Week 4: Conducting the Reference Check and Making the Final Hiring Decision

Developing a Reference Check Form
Conducting an Effective Reference Check
Making the Final Hiring Decision
Course Wrap-Up and Final Exam

TUITION: THIS COURSE IS TAUGHT OVER 4 WEEKS VIA PEI-911 ONLINE.

\$249.00 – includes all course materials

[Register
Online](#)

Register 4 or more students and receive a 10% discount!! [Contact PEI](#) for details.

Additional Benefit for EEP Users!!!

PEI employee selection program users receive \$20.00 off all HR9-1-1 student registrations!!!

[Contact PEI](#) for more information

2017 COURSE DATES

November 7, 2016 – December 4, 2016

January 9, 2017 – February 5, 2017

February 20, 2017 – March 19, 2017

April 3, 2017 – April 30, 2017

May 8, 2017 – June 4, 2017

June 19, 2017 – July 19, 2017

August 14, 2017 – September 10, 2017

November 6, 2017 – December 3, 2017