



Recruitment and Selection

Recruiting and selecting the best employees for your organization is one of the most important things you will do as an HR Generalist. Topics for this course include creating a job description; strategies for finding candidates; interviewing and selection techniques for determining the best candidate for the job; and keeping the hiring process fair and legal.

Who Should Take This Course?

This course is designed for anyone who is interested in learning how to recruit and select the best candidates for positions.

Course Objectives

- Understand the employment laws that relate to recruiting and selection.
- Write job descriptions and job analyses.
- Evaluate candidates using a variety of selection methods.
- Demonstrate interviewing techniques.

Course Info

- Length: 6 hours
- Format: Classroom instruction, demonstration and exercises
- Prerequisite: None

Course Content

Understand the employment laws that relate to recruiting and selection.

- Identify state and federal laws on discrimination.
- Recognize the legal pitfalls when creating a job description.
- Understand the difference between disparate treatment and disparate impact.

Write job descriptions and job analyses.

- Create a completed job description.
- Understand the difference between a job description and a job analysis.
- Identify the essential functions in a job description.

Evaluate candidates using a variety of selection methods.

- Write a recruiting ad, and identify appropriate places to advertise.
- Understand selection methods to use.
- Recognize bias, halo effect, and other pitfalls that keep us from hiring the best candidate.



CONTINUING EDUCATION Course Outline

Demonstrate interviewing techniques.

- Understand how to prepare for an interview with a candidate.
- Choose appropriate interview questions.
- Demonstrate interviewing in a small group.

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letters

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.