



CONTINUING EDUCATION

Course Outline

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

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/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the HR Generalist Certificate, you must attend* 80 percent of the entire certificate program (calculated by total number of sessions). If you complete a certificate program by taking courses individually, you can [request a Certificate of Completion online](#).

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

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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.