

**Hiring is one of the most important activities a leader will undertake.**

*With stronger hiring practices, we can not only reduce liability and employee turnover but we can increase productivity, performance and practices that support your team's desired culture.*

“Hiring@Wayne” is the first available module in the “Supervising@Wayne” series. It is made up of **three hands-on training sessions** that will explore the full recruitment process at Wayne State – from creating job descriptions to onboarding new hires. **Upon completion of this course, participants will be able to:**

- **Use WSU’s NEW Non-Academic Hiring Guide in order to:**
  - Prepare for the hiring process and develop accurate job descriptions
  - Target the best possible applicant pool to obtain highly qualified candidates
  - Utilize effective tools and techniques to screen and interview candidates
  - Select the best candidate, extend/negotiate job offers and onboard the new employee
  
- **Discover how to partner with your Talent Management Coordinator when looking to fill a variety of non-academic employee positions:**
  - ✓ *Full-time & Part-time*
  - ✓ *Represented & Non-represented*
  - ✓ *Temporary & Students*

**Attend ANY or ALL THREE of the following Hiring@Wayne Sessions:**

First Thing’s First: Initial Hiring Activities	Finding the Best Applicants: Screening & Interviewing	Preparing to Welcome New Employees: Job Offers & Orientation/Onboarding
<b>10:00am – 11:30am</b>	<b>12:00pm – 3:00pm</b>	<b>3:30pm – 5:00pm</b>
<b>Making a Business Case for Hiring</b>	<b>Screening/Interviewing Tools &amp; Techniques</b>	<b>Making the Job Offer</b>
<ul style="list-style-type: none"> <li>• Alternative Hiring Options, Budget</li> <li>• Job Descriptions &amp; TCWs Classification/Compensation Tools</li> </ul>	<ul style="list-style-type: none"> <li>• The Advantages of Pre-Screening</li> <li>• Utilize the Non-Academic Hiring Guide, OEO Resources &amp; Interview Type Selection</li> </ul>	<ul style="list-style-type: none"> <li>• Review I9 &amp; Background Check Logistics</li> <li>• Partner with Your TMC for Job Offer Letters &amp; Negotiation</li> </ul>
<b>Posting &amp; Promotion</b>	<ul style="list-style-type: none"> <li>• Craft Legally Defensible Questions</li> </ul>	<b>Orientation &amp; Onboarding Best Practices</b>
<ul style="list-style-type: none"> <li>• Work with Career Services for Student Employees</li> <li>• Target Advertising &amp; Promotion Options</li> </ul>	<ul style="list-style-type: none"> <li>• Behavioral Based Interview Techniques &amp; Documentation</li> <li>• Perform Reference Checks &amp; Select the Best Candidate</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome Options &amp; Best Practices, WSU Tools &amp; Orientation Process</li> </ul>
<ul style="list-style-type: none"> <li>• Navigate WSU’s Online Hiring System</li> </ul>		

**Please Note:** *For real-world practice, participants should bring a copy of a job description for an anticipated open position.*

**Sign Up Today**

**Sessions available on Thursday, 12/5 & Thursday, 12/12 ONLY!**

1. Login to Pipeline
2. Click this link: [https://www.eaa.wayne.edu/event\\_new/session\\_registration.cfm?eid=1370](https://www.eaa.wayne.edu/event_new/session_registration.cfm?eid=1370)
3. Click “Sign Up”

Or contact Organization & Employee Development at [oad@wayne.edu](mailto:oad@wayne.edu) or 313.577.2111.

