

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
Making a Business Case for Hiring	Screening/Interviewing Tools & Techniques	Making the Job Offer
•Alternative Hiring Options, Budget	•The Advantages of Pre-Screening	•Review I9 & Background Check Logistics
•Job Descriptions & TCWs Classification/Compensation Tools	•Utilize the Non-Academic Hiring Guide, OEO Resources & Interview Type Selection	•Partner with Your TMC for Job Offer Letters & Negotiation
Posting & Promotion	•Craft Legally Defensible Questions	Orientation & Onboarding Best Practices
•Work with Career Services for Student Employees	•Behavioral Based Interview Techniques & Documentation	•Welcome Options & Best Practices, WSU Tools & Orientation Process
•Target Advertising & Promotion Options	•Perform Reference Checks & Select the Best Candidate	
•Navigate WSU’s Online Hiring System		

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 during the weeks of 1/20 & 1/27!

1. Login to Pipeline
2. Follow this link: 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 or 313.577.2111.

