

## SESSION AT A GLANCE

### COURSE NAME

**Essentials of Interviewing and Hiring: *Selecting the Right Candidate***

### FACILITATION

Discussion will be guided by Toya Glenn and Dr. Kelli Elaine Dixon with meeting facilitator, Dawn Aziz.

### COURSE LENGTH: 2.5 HOURS

### COURSE DESCRIPTION

This course will provide **Talent Management Coordinators** with provide WSU policy, procedure, systems and, if applicable, collective bargaining agreement governing the extension of an offer of employment. Specific templates and procedures for letters of offer and OHS post-hire details will be shared as well requirements impacting the foreign hiring process.

### LEARNING OBJECTIVES

As a result of this module, participants will be able to:

- Understand your region's service level agreement and WSU policy, procedure and if applicable, collective bargaining agreement article stipulating how employment offers or contracts should be extended
- Describe what needs to be done before a job offer is extended and share job offer procedures/templates
- Perform OHS post-hire details
- Define a foreign employee
- Determine when a work authorization is needed
- Submit work authorization requests to the Office for International Students and Scholars (OISS)
- Understand the requirements that must be in place before scheduling a hire date for a foreign employee
- Identify the appropriate type of visa categories for a given foreign employee and the corresponding employment eligibility status and maximum authorization time period

### PREREQUISITES

Prior to this module, it is recommended participants complete:

- OISS Work Authorization eLearning (1 hr)
- A-Check Direct blended learning course