

Hiring Skills & Restrictions

All New in 2021!

Hiring is one of the most important functions of any manager. Who you hire determines your team and the talent of the organization. Recruiting, interviewing, evaluating candidates and then onboarding new employees takes skill and practice to do it effectively, inclusively and respectfully.

This course teaches managers:

- Reasons for developing hiring skills
- How to write inclusive job descriptions that don't limit applicant pools
- How to generate diverse pools of candidates
- How to write respectful, inclusive interview questions
- How to apply common evaluation criteria to all candidates
- Onboarding best practices

Interactive polling questions in the course give employers real insight into how learners feel about the concepts and culture skills presented. And Emtrain's innovative Ask the Expert feature gives learners direct access to course experts.

[See more course details or request a free demo >>](#)



Course Versions

- 30 minutes (manager only)

Languages

- English and translatable

Admin Optional Timer



Lesson	Description
Introduction	Introduces learners to the “what’s in it for me” to develop their hiring skills.
Job Descriptions	How to write job descriptions that focus on the core skills/ experience required in the role, without inserting requirements that aren’t necessary for the role and that also limit the applicant pool.
Recruitment	How to promote the job opportunity in many ways to generate a large, diverse applicant pool.
Behavioral Interviewing	Modeling how to ask open ended questions where the applicant’s response can demonstrate the applicant’s knowledge/experience.
Do's and Dont's	How to be respectful in interview questions and not ask questions that trigger information reflecting an applicant’s legally protected personal traits, which should not factor into the evaluation of any applicant.
Evaluating & Onboarding Candidates	How to create a process, utilized by all interviewers where there are consistent interview questions asked and common evaluation criteria applied to all candidates. This lesson also teaches hiring managers to create an onboarding plan, designed to support a quick integration into the team for the new employee as well as an easy learning plan to get ramped effectively.
Conclusion	Provides a summary of the main concepts in effective hiring as well as a learner feedback survey.
Provide Your Feedback	A post-program survey on the learning experience.