

CATALOG INFORMATION

HR 63 Full Title: Human Resource Hiring Process Units: 1.00

Catalog Description:

Fundamentals of the role of Human Resources in the hiring process in California. Content covers techniques for locating qualified, interviewing, and matching applicants to the organizational needs. Emphasis is on legal compliance and best practices for the hiring process.

COURSE CONTENT

Student Learning Outcomes:

Students will be able to:

1. Demonstrate an understanding of the Human Resources professional's responsibilities in the hiring and placement process.
2. Source, recruit, evaluate, and select qualified candidates who will contribute to the employer's business objectives.

Objectives:

Upon completion of the course, students will be able to:

1. Identify and develop recruitment techniques that match the needs of the organization.
2. Identify and analyze how to avoid the most common legal violations in recruiting, interviewing, and hiring.
3. Develop behavior-based interview questions that will elicit the information from the candidate necessary to determine qualifications and suitability for the job.
4. Develop and conduct an effective employment interview.
5. Describe the HR professional's continuing responsibilities after the new employee is hired.

Topics and Scope:

- I. Determining the organization's staffing needs.
 - A. The importance of the staffing strategy.
 - B. Creating a hiring timetable.
- II. Determining required and desired applicant competencies.
 - A. The job analysis.
 1. Job description
 2. Job specification
 - B. Sources of qualified applicants.
- III. Applicant screening.
 - A. The role of the compliance officer.
 - B. Eliminating applicants that do not meet job specifications.
 - C. Contacting job candidates for initial interviews.
 - D. Applications and resumes.
- IV. Conducting interviews.
 - A. Job discrimination and the legal environment.

- B. Behavior-based interviewing.
- C. Effective interviewing techniques.
- D. Documenting the interview process.

V. Job-based testing.

- A. Skills testing.
- B. Psychological and behavioral testing.
- C. Legal limitations.

VI. Reference checking.

VII. The job offer.

VIII. Orientation and training.

- A. Providing the new employee with proper documentation and information.
- B. Common types of new employee training.

IX. The recruiter's role in the discipline process.

- A. Conducting an exit interview.
- B. Evaluating the exit interview.