How to Build a Hiring Process

Upon completion of this workshop participants will be able to develop a comprehensive hiring process that is legally compliant, consistent and repeatable and will result in making better hires.

**The topics covered would be:**

- Job descriptions
- Job applications
- Advertising plan
- Interview guide/question types
- Testing considerations
- Making the offer/screening
- On-boarding/orientation
- Post orientation

Annette Limon
1100 N. Grand Ave., Bldg. 40, Rm# 136
Walnut, CA 91789
Phone: (909) 274-4027
Fax: (909) 274-2937
E-mail: workforcetraining@mtsac.edu
WTC.MTSAC.EDU