

# REMINDER HR ADMINISTRATOR TRAINING

## January 22, 2020

Location: ASB Auditorium

Time: 9:00 am or 2:00 pm



The goal of this training will be to outline the hiring process from job posting to onboarding. Additional time will be provided to answer questions and offer support. All current Administrators are invited to attend. Please use this link to [RSVP](#)

### Outline for Hiring Training

Job Posting

Screening the candidates for interviews

Setting up interviews

Checking References

Interview and Reference template

Approval to Hire

Connecting the candidate with HR

Email from HR for onboarding