



Recruiting & Onboarding Workshops

Apr 10 1:00 – 3:00 pm Recruiting 101

Every job opening is a new experience and every hire is a critical hire. A “bad hire” costs even more in time, money and your ability to serve your clients. This workshop will help you identify the critical knowledge, experience and soft skills required for success before you spend time interviewing candidates without the critical skills your organization needs. This workshop includes a toolkit that will give you everything you need to set up and implement a consistent, effective and objective recruiting system. \$100

Who should attend? Managers and HR professionals with hiring responsibility

What will we cover?

- Job postings: how to write them and where to post
- Phone and onsite interviewing skills
- Evaluating and selecting candidates
- Finalizing and delivering the job offer

Attendees are encouraged to bring a current job posting to the session.

What takeaways should I expect?

- Attendees will receive the entire Department on Demand Toolkit (\$100 value)
- Step by step recruiting process anyone can implement
- Sample forms for job postings, interview questions, candidate evaluation grids, reference checks, job offers and more. <http://www.roosolutions.net/DOD/index.htm>

May 8 1:00 – 3:00 pm New Employee Orientation and Onboarding

Your new employee probably has the technical skills to succeed, but he/she does not know **HOW** the work gets done in your company – who to ask, how decisions are made and how they fit in the broader organization. This session will prepare you to welcome new staff, get them “up to speed” quickly and evaluate success. \$75

Who should attend? Managers and HR professionals with hiring responsibility

What will we cover?

- Preparing for your new employee’s arrival
- Sharing training responsibilities
- Helping your employee become comfortable and productive
- Evaluating new hire success and manager satisfaction

Attendees are encouraged to bring a job description for a recent new hire.

What takeaways should I expect?

- Attendees will receive the entire Department on Demand Toolkit (\$75 value)
- Sample new hire checklists covering the first 90 days on the job, weekly planners, new hire partner program, 30 and 60-day check up formats for employees and managers. <http://www.roosolutions.net/DOD/index.htm>

What takeaways should I expect?

- Project Management tools tailored to your organizational needs and culture
- An action plan for implementing Project Management in your workplace





Workshop Registration

Date	Topic	Early Bird (by 3/31)	Procrastinator
_____	Apr 10 Recruiting 101	\$100	\$125
_____	May 8 New Employee Orientation and Onboarding	\$75	\$100
_____	Sign me up for both!	\$125	\$150

Both sessions are conducted from 1 – 3 pm at Joule, 1200 Washington Ave. S., Minneapolis.

Workshop Total _____

Name _____

Title: _____

Organization: _____

Phone: _____

Email: _____

Two convenient ways to register:

- Email registration to roosolutions@comcast.net and be invoiced; or
- Mail registrations and check to: Roo Solutions, 6003 106th Ave. N, Minneapolis MN 55443

