

Preparing to Hire

Microlesson Outline – Supervisors

Microlesson

Learning Objectives

of Customizable Pages

Preparing to Hire

- Define effective hiring decisions.
- Identify discriminatory actions that affect the hiring process.
- Express the purpose and scope of the job description in the hiring process.
- Identify the best practices for writing a job description.
- Demonstrate methods for selecting candidates to interviews.
- Identify assumptions that might impact choosing candidates.

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