

Talent Acquisition and Development



Title	Duration (minutes)	Author	Course Development
• Recruiting and Hiring: 01. Hiring the Right Person	4	HSI-ej4	Hiring is tough. The goal is to hire the right person, the best person, the most qualified person. In this course, we'll talk about the costs of hiring the wrong person.
• Recruiting and Hiring: 02. The Hiring Process	12	HSI-ej4	Having a well-thought-out, documented, repeatable hiring process will help you to hire qualified candidates. Not only does it take the guesswork out of the hiring decision, but it also keeps you compliant with employment law. The process you use needs to make sense for the amount of hiring you do and the type of company you work for.
• Recruiting and Hiring: 03. Creating Job Postings	9	HSI-ej4	A job posting is an advertisement for a job. In this course, we'll talk about how to create a great job posting. We'll discuss where to post it, what information to include, and go over some general tips to reach the best audience.
• Recruiting and Hiring: 04. Using Social Media to Recruit	8	HSI-ej4	One way to improve hiring is to incorporate social media into your recruitment strategy. Why's that? According to Kepios, digital consulting firm, there are 4.74 billion people on social media. That's more than half the world's population. So, that's a lot of people you can reach for your recruiting needs, if you know how to use social media effectively.
• Recruiting and Hiring: 05. Managing Unconscious Bias During Recruiting	10	HSI-ej4	In this course, we'll define unconscious bias, discuss some common biases that impact hiring decisions, and walk through some steps you can take to eliminate these biases.
• Recruiting and Hiring: 06. Reviewing Resumes	6	HSI-ej4	One of the most important parts of the recruiting and hiring process is looking at applicant resumes. But this is also one of the trickiest parts of the process. In this course, we'll talk about how to fairly evaluate the resumes you get during recruitment. We'll discuss using applicant tracking systems, go over what to look for in resumes, and touch on how to reduce bias.
• Recruiting and Hiring: 07. Conducting an Interview	8	HSI-ej4	In this course, we'll outline a process you can use to be consistent in each interview and to get the information you need to make a good hiring decision. We'll discuss how to conduct a phone interview as well as a face-to-face interview. We'll also go over several sample questions you can ask candidates once you get to the interview stage.
• Recruiting and Hiring: 08. Unacceptable Interview Questions	5	HSI-ej4	Just like there are great questions to ask in an interview, there are also questions you should NEVER ask. In this course, we'll go through questions that may seem perfectly innocent but are on the borderline of discriminatory, intrusive, and just plain inappropriate.
• Recruiting and Hiring: 09. Verifying the Candidate	6	HSI-ej4	Offering someone a job is one of the most gratifying parts of being a recruiter or hiring manager. On the flip side, one of the worst feelings is when you have to call a candidate back and say, "Sorry, we're pulling our offer." In this course, we'll talk about handling both of these situations and discuss various ways to verify a candidate's resume and background.
• Promoting Learning and Development to Employees	6	HSI-ej4	In this course, we'll go over simple ways to promote training through communicating benefits, knowing what your employees want and need, understanding obstacles that exist, and getting people engaged.
• Internal Transfers	8	HSI-ej4	In this course, we'll discuss the typical reasons for internal transfers and go over the pros and cons of promoting or reassigning employees internally. We'll also talk about the importance of having a company policy in place for internal transfers and the criteria it should include.
• Creating a Work Plan	6	HSI-ej4	In this course, we'll discuss how to create a work plan by looking at all of the components involved: goals, resources, obstacles and solutions, milestones, due dates, and results.