Recruiting Tools and Techniques

Description

This section of the Applicant Tracking Workshop is devoted to a review of the recruiting process with emphasis on tools and techniques to be compliant with state and federal legislation. Once the review is complete, the documentation provided will be available in an easy to use format on the Employee Relations/Human Resources website. The material will be updated at that site for future reference.

Objectives

- Identify best practices for interviewing
- Conduct searches that are compliant with state and federal legislation
- Hire the right person for the job
- Utilize the e-reference book to search information in support of the recruitment process

Benefits

- Increased potential of recruiting the right person for the right job the first time
- Automated applicant tracking
- eNotebook for online reference

Competencies

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<th>Business Acumen</th>
<th>Organizational Performance</th>
<th>Performance Management</th>
<th>Responsibility Management</th>
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<td>PA Values</td>
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Please direct all questions to Employee Relations/Human Resources at: erhr@uillinois.edu, 217-333-2600 or 312-996-5130