

Recruiting, Hiring & Developing Talent

Effective leadership means developing the organization's new talent to optimum performance. In *Recruiting, Hiring & Developing Talent*, supervisors learn about the HCC hiring process for filling vacancies, discuss best practices for orienting, training, assimilating and retaining new hires, and examine behavior-based interviewing. Led by Human Resources directors and managers, this "ask the experts" course explains the HCC hiring process, cycle and timeline for full and part-time hires and includes a review of PeopleAdmin™ use and procedures.

Learning Outcomes:

At the completion of the course, the learner should be able to:

- Identify the roles and responsibilities of those in the hiring process, including the supervisor, hiring manager, Employment Services department and HR Generalist
- Follow HCC policy and procedures and Employment Services guidelines related to hiring full and part-time, regular and temporary hires
- Comply with Equal Employment Opportunity (EEO) Law and requirements regarding interviewing and selection.
- Conduct effective one-on-one and panel interviews with supervisor coaching
- Align candidate selection with HCC mission, vision, values, goals and objectives
- Effectively orient, train, and assimilate new hires into the department and HCC for maximum productivity and engagement
- Identify the supervisor's responsibility for developing new hires' job skills, knowledge and abilities to obtain optimum performance

Who Should Attend? Required for all College Leadership Program (CLP) enrollees
Recommended for all HCC supervisors, managers, department chairs, and other administrators

Length: 6 hours

Program: College Leadership Program (CLP) – Required course

Sponsored By: Employee Learning and Organizational Development (ELOD)

Course Number: WP7501

Registration: Register online via @ Your Service. To log in, from the HCC District Home Page, click on Faculty & Staff > @ Your Service > @ Your Service Login
Once inside @ Your Service, go to Training and Development Home > Request Training Enrollment > Search by Course Number > Enter WP7501.

More Information: 713-718-8614
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