
SECTION HEADING

SBMT 1400: Employment

Description

Employment introduces an overview of the employment process with emphasis on hiring practices and procedures, job descriptions, advertising the position, screening applicants, interview process, reference checks, hiring process, and orientation.

Management Credits

2

Prerequisite:

None

Topics to be Covered

1. Learn the process to post job descriptions, evaluate applicants, and provide essential onboarding

Learning Outcomes

1. Understand the full hiring lifecycle, from job postings to onboarding
2. Learn best practices for writing job descriptions
3. Develop skills to evaluate resumes and interview applicants
4. Establish effective new hire onboarding procedures