

**Soft-Train**



*At Soft-Train  
Technology Works*

# The Proven (and Legal) Way to Prevent Hiring Mistakes (2 Days)

**COURSE GOAL:** How to weed out poor job applicants effectively and legally.

**PREREQUISITES:** None

**LEARNING OBJECTIVES:**

Upon completion of this course the student will be able to:

- Reduce screening time
- Identify under qualified or potentially problematic employees
- Get honest and accurate information from references, all while staying within legal boundaries and avoiding charges of discrimination
- Searching public records, including criminal, workers comp, driving, and other records
- Spotting criminals and other serious troublemakers
- The importance of the Fair Credit Reporting Act
- How avoid areas in background checking

**KEY TOPICS:**

**I. Dishonesty – A Major Business and Social Problem:**

- A. An Overall Look
- B. Initial Steps
- C. Screening Options
- D. The Candidate's Advantage

**II. The Legalities and Confusion surrounding Employment:**

- A. The Real Problem in Employment
- B. Who Is Actually Running Human Resources?
- C. Legal Illegal Questions

**III. Honesty – The Best Policy:**

- A. The Application and Interview
- B. Spotting Liars
- C. Speeding Up Reference Checking

**IV. Searching Public Records:**

- A. Why Public Records Searches Are Necessary
- B. Spotting Criminals and Troublemakers

**V. Techniques That Work:**

- A. Effective Reference Checking
- B. Reference-Checking Techniques
- C. Reference Checklists and Questions
- D. Handling the Rejected Applicant

- VI. Creativity – The Key Success:**
  - A. Improving Performance in Your Organization**
  - B. Companywide Hiring Standards**