



Hiring Best Practices for Non-HR Managers

June 13, 2023 • 1:00 pm - 2:00 pm ET

Better understand what is currently required, from job posts through to hiring.

Agenda

Job Posting Requirements in Various Jurisdictions

What Elements Should Employers Eliminate From Job Applications?

How to Conduct an Interview – What Not to Ask to Avoid Discrimination Claims

What May Be the Legal Pitfalls of Background Checks?

Proper Onboarding Process (Form I-9, Handbook, etc.)

Various states may change their law drastically from year to year, leaving many employers, managers, and human resources staff in the dark, particularly when it comes to best practices in hiring. This is in addition to federal rules and guidance that can vary based on the administration. You will gain a better understanding of what is currently required, from job posts and advertisements, through the candidate selection and interview process, and finally, on to hiring.

Faculty

Tal Burnovski Yeyni

- Associate attorney in the Employment Practice Group
 - Represents employers and focuses her practice on reducing the risk of employee claims (wage and hour, harassment, discrimination, etc.)
 - Frequent speaker and author of numerous articles for The Los Angeles and San Francisco Daily Journal, the San Fernando Bar Association, and The San Fernando Valley Business Journal
 - Member of the State Bar of California, Israel Bar Association, Los Angeles County Bar Association, and Government Affairs Chair for the Professionals in Human Resources Association (PIHRA)
 - LL.M. degree, University of California Los Angeles School of Law; LL.B. degree, Bar Ilan University School of Law in Israel
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