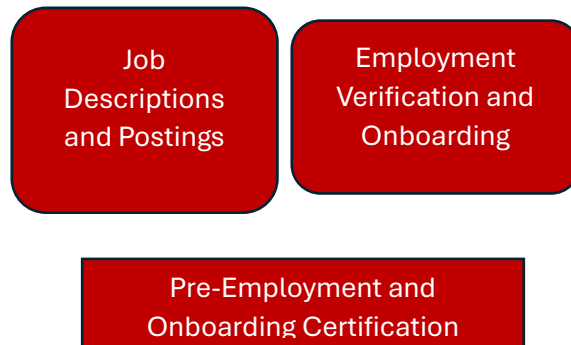


Interview, Pre-employment, and Onboarding Certification



Job Descriptions and Postings: Job descriptions are in many cases a legal document. These documents set appropriate expectations for the employee, determine whether or not the position is appropriately classified, and list out essential functions for ADA accommodation purposes. We'll discuss what to include and what not to include and appropriate comprehensive language to protect the company in future.

Employment Verification and Onboarding: This will provide an overview of what you can and cannot screen in pre employment drug screen and how to manage applicants and offers that show up positive. We'll also discuss the legal implications for medical marijuana. How do you get an employee properly onboarded and ensure you have all the information you need form them? We'll discuss the process of onboarding from a requisition to the first day of hire and orientation. The course will go over legal implications and best practices.