

**EMPLOYMENT LAW  
SEMINAR  
FOR EMPLOYERS**

**How to Hire  
the Right Employee  
the First Time**

**Presented by:**

**Jay G. Putnam, Attorney and  
Larry Levy, Employee Relations  
Management**

**Friday, July 26, 2019  
8:30 a.m. – 10:30 a.m.**

**Bay Area Builders Exchange  
3055 Alvarado Street, San Leandro**

**\$25 for members of BABX  
\$100 for non-members**

~~~~~  
Expert guidance will be provided in this fast-paced, interactive workshop covering all aspects of how to go about recruiting and hiring employees. You will learn the tools and documents required for screening, interviewing, hiring, checking references, offer letters and onboarding.

~ Bagels, cream cheese, juice & coffee will be served

~ Register with Lisa at  
[lisa@bayareabx.com](mailto:lisa@bayareabx.com). 510-483.8880.



**Jay G. Putnam**  
Attorney at Law  
Lawsuit Prevention for Employers  
Petaluma  
707/778-5000  
[jaygputnam@gmail.com](mailto:jaygputnam@gmail.com)



**Larry Levy**  
Owner  
Employee Relations Management  
Novato  
415/892-1497  
[larrylevy@earthlink.net](mailto:larrylevy@earthlink.net)

more ... 



## **HOW TO HIRE THE RIGHT EMPLOYEE THE FIRST TIME**

### **SEMINAR OUTLINE**

- I The Costs of Hiring the Wrong Employee**
- II Evaluate your Needs and Requirements for the Job**
  - A Know the job success factors**
  - B Know your true requirements**
  - C Understand the real duties of the job**
- III New Laws Governing the Hiring Practice**
- IV Utilize Multiple Sources to Attract Excellent Candidates**
- V Evaluating Resumes and Applications**
- VI Phone Screening**
- VII Good Questions and Bad Questions in an Interview**
- VIII Interview techniques**
- IX Reference Checking and Extending an Offer**
- X Offer Letters**
- XI Equal Employment Opportunity**
- XII Discrimination**
- XIII The Americans With Disabilities Act**
- XIV Hiring Independent Contractors**
- XV Negligent Hiring, Retention and Training Cases**
- XVI Alcohol and Drug Testing**