



LUNCH & LEARN

Rules, Regulations and Best Practices for Hiring

October 17, 2019
12:00 PM to 1:15 PM

COST: \$5.00/person for lunch

LOCATION: JARI Center for Business Development
160 Jari Drive (Richland Township)

PRESENTER: Brooke Contacos, PHR
HR Consultants, Inc.

This session will review the following topics:

- How to place an effective job ad
- Your role in the hiring process
- The cost of a bad hire
- Topics to avoid
- Learn and practice smart and legal interviewing

RULES, REGULATIONS AND BEST PRACTICES OF HIRING

THURSDAY, OCTOBER 17, 2019 | 12:00 P.M. - 1:15 P.M.

JARI Center for Business Development

160 Jari Drive, Johnstown, PA

REGISTRANT INFORMATION

Company _____

Address _____

City _____ Zip _____

Contact Name _____

Telephone _____

PARTICIPANTS NAME

Please use new form for additional participants

1) _____

2) _____

3) _____

4) _____

Company Size:

Less than 10 employees

11 - 50 employees

51+ employees

PAYMENT INFORMATION

of Participants _____ x \$5.00 = \$ _____

This form is considered your invoice. Payment should be made prior to the day of the event to reserve your seat.

Checks are to be made payable and mailed to:

JARI, Attn: Jenn Seese, 245 Market Street * Suite 200, Johnstown, PA 15901.

Note: No shows and cancellations after October 16th will be billed for any seats that you had reserved that we were unable to fill.

Please RSVP by Wednesday, October 16th to *Jenn Seese*

Phone: (814) 535-8675 / Email at jseese@jari.com

Funded in part through a Cooperative Agreement with the U.S. Small Business Administration and the U.S. Department of Agriculture.

Reasonable accommodations for persons with disabilities will be made if requested at least 1 week in advance by contacting Michele Clapper at 814.262.8368.

Please inform us of any dietary restrictions.