

# Preparing to Hire

## Microlesson Outline – Supervisors

| Microlesson       | Learning Objectives                                                                                                                                                                                                                                                                                                                                                                                                                                                   | # of Configurable Pages |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Preparing to Hire | <ul style="list-style-type: none"><li>• Define effective hiring decisions.</li><li>• Identify discriminatory actions that affect the hiring process.</li><li>• Express the purpose and scope of the job description in the hiring process.</li><li>• Identify the best practices for writing a job description.</li><li>• Demonstrate methods for selecting candidates to interviews.</li><li>• Identify assumptions that might impact choosing candidates.</li></ul> | 6                       |