



U.S. Small Business
Administration



Rhode Island

Interviewing and Hiring Best Practices for Small Businesses

This free workshop, presented by Dr. Gary J. Convertino, SHRM-CP/PHR, an experienced human resources executive and member of the local SCORE team, is an abridged “A to Z” to help small business owners navigate the process of hiring an employee. This easy-to-understand overview presentation covers:

- What do you know about proper interviewing? Come find out!
- Developing a job description and posting a job
- The foundation of a good interview
- Steps to ensure a legal, compliant, and sound interview process
- Onboarding a new employee
- They’re hired. Now what?
- Q & A
- Takeaways

Tuesday, October 22nd, 2019

3:00-5:00 pm

**North Kingstown Chamber of Commerce
8045 Post Road, North Kingstown, RI 02852**

The workshop is free of charge. Registration is required because seating is limited.

CLICK [HERE](#) TO REGISTER

Please contact Lana Glovach at 401-528-4575 or Lana.Glovach@sba.gov with any questions you may have about this workshop.

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