

Hire the Right Person – the First Time, Every Time

a free workshop for small business owners



Presenters: Julie Prafke, Founder, Humanix
Jeff Toney, Humanix Recruiter
Tiffany Steeley, Humanix Recruiter
Jim Gurnea, Associated Industries

What you will learn

- Write a job description that helps you hire the right person
- Plan the interview and ask effective questions
- How to do effective background checks, substance abuse testing, and reference checks
- Questions you can legally ask during an interview or reference check
- How to keep your good employees
- Write a safety plan that helps you keep your workers safe and avoid costly workplace injuries

September 24, 2008

2:00 to 4:00 p.m.

Spokane Convention Center

322 North Spokane Falls Blvd.
Spokane, Washington

Please RSVP for the
Hire the Right Person workshop
to: SmallBusiness@Lni.wa.gov

For more information

Contact Ron Langley
at 1-800-987-0145
or SmallBusiness@Lni.wa.gov

More opportunities on the same day, in the same place!

Visit one or both between 7 a.m. and 5 p.m., September 24, 2008

Bring your questions to the Small Business Resource Center

- Workplace safety
- Workers' compensation
- Professional licensing
- Unemployment insurance
- Human resources – hiring practices
- Taxes
- Transportation laws

And much, much more!

The workshop and the Small Business Resource Center are sponsored by the Small Business Liaison Office at the Department of Labor & Industries, with support from the Department of Revenue, Employment Security Department, Small Business Development Center, and the Office of Regulatory Assistance.

Visit one of the largest workplace safety and health trade shows in the country!

Attend the free small business workshop, *Hiring the Right Person – the First Time, Every Time*, and tour the trade show in the Exhibition Hall for free. Dozens of booths feature safety supplies and equipment, training resources, consultants and more!

The board for the Governor's Industrial Safety and Health Conference cordially invite small business owners to attend the trade show portion of the conference at no charge on September 24, 2008.

Attending the annual meeting of
Greater Spokane Incorporated?
Attend these free events the same day!