

# Hiring Wisely



**November 11, 2014**

**8:30 a.m. - 3:30 p.m.**

**Advance Business & Manufacturing Center  
Green Bay, WI**

Whether you're a business owner, supervisor or in human resources, finding qualified candidates and determining who is right for your organization's culture and position can be challenging. Yet these who decisions are important to your business, team, and your bottom line. In this workshop, you will learn a process with tools and techniques for selecting strong, reliable candidates. We will also cover how to improve your compliance with employment laws and reduce your risk of litigation. We'll discuss recruiting trends and how to leverage social media in your search for talent. Join us in this interactive seminar on how to hire wisely!

## ***Specific Topics we'll address in this seminar include the following:***

1. Defining your needs and expectations for the position.
2. Identifying knowledge, skills, and abilities essential to the job and the company.
3. The recruiting process and strategies to reach qualified candidates.
4. Common pitfalls and real-life examples.
5. Understanding key employment laws as they relate to the recruitment process.
6. Conducting meaningful background checks.

## ***Instructor – Jana Stadtmueller***



Jana Stadtmueller is a Human Resources Consultant for small and mid-sized businesses in northeast Wisconsin. She's passionate about helping businesses and supervisors with recruiting, HR audits, employee handbooks, and other HR needs.

To provide clients with well-rounded support, she brings in an executive-level HR Consultant, Lawyer, Safety Expert, or other experts as needed. Prior to HR Consulting, she worked in HR in the paper, heavy truck, and snack food industries. She received her Bachelor's in Business Administration from the University of Wisconsin-Madison.

## ***Small Business Development Center***

The Small Business Development Center (SBDC) at UW-Green Bay is your business resource. We have helped thousands of entrepreneurs in the New North successfully start or grow their business. The SBDC offers a full range of business management programs and seminars year-round for both established businesses and start-up companies. Business advisors teach business owners about best business practices. An advisor shares information and expertise with business owners or managers so that they can make changes. There is no charge for many of these confidential services.

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## Seminar Site

Advance Business & Manufacturing Center  
2701 Larsen Road, Green Bay

## Seminar Meeting Time

8:30 a.m. - 3:30 p.m.

## Confirmation

Prior to the seminar, you will receive a letter with directions to the seminar site.

## Accommodations

If you need an accommodation for a disability to fully participate in this program, please call Ryan Kauth at 920-496-2117 at least three weeks prior to the program.

## Available at Your Site

Customized, in-house presentations of these seminars are available. Call 920-496-2117 to discuss potential professional development and leadership options. Additional topics are available. Content will be tailored to meet your needs.

## Cancellation/Refund

To receive a full refund, you must cancel no later than seven (7) business days prior to the start of the program. Cancellations after this time will be responsible for the full program fee.

Substitutes are welcome. Walk-ins are welcome — please call 24 hours in advance to ensure space availability. If you wish to transfer your registration to another seminar, a \$50 transfer fee is applied.

Available as part of the  
**Supervisory Leadership Certificate Program**

## Registration Form

Mail with payment to:  
SBDC  
2701 Larsen Road  
Green Bay, WI 54303



Personal Information

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Payment Information

**Hiring Wisely** **\$200**  
 **Three or More People from the Same Organization at the Same Time**  
Number of people: \_\_\_\_\_ x \$175 ea. = \$ \_\_\_\_\_  
Name(s) of Participant(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
 Check or purchase order enclosed PO# (Payable to UWGB)  
 VISA     MasterCard  
Credit card number: \_\_\_\_\_  
Card expires: \_\_\_\_\_ CVV#: \_\_\_\_\_  
Print cardholder's name: \_\_\_\_\_  
Cardholder's signature: \_\_\_\_\_

Contact Us

For more information, or if you would like to pay by P.O., contact us by:  
Phone: 920-496-2117  
Web: www.uwgb.edu/sbdc  
E-mail: sbdc@uwgb.edu  
Fax: 920-496-6009  
Mail: SBDC  
2701 Larsen Rd.  
Green Bay, WI 54303

Funded in part through a Cooperative Agreement with the US Small Business Administration (SBA). Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Ryan Kauth, 2701 Larsen Road, Green Bay, WI 54303, and (920) 496-2117. The support given by the SBA does not constitute an expressed or implied endorsement of the opinions, products, or services of the SBDC. The Small Business Development Center services are part of the UW-Green Bay Division of Outreach and Adult Access. We are also a partner in education with the University of Wisconsin-Extension. SBDC programs are nondiscriminatory and available to individuals with disabilities. AA/EOE.

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