

Human Resources Processes Training

Processes are great to maintain order and consistency. The right connection to HR processes provide the right support to managers and employees in the organization. Processes are necessary, but if not clear to those involved, productivity can slow down.

Join in a one-hour “lunch & learn” session – bring your sandwich, salad, protein shake, and we’ll provide the drinks and desserts.

Email HRTOD@shu.edu

if you are interested in participating in one of the below workshops
and/or have a group you would like to enroll.
(minimum 4 attendees):

Sessions:

- ***Full Cycle Hiring*** – Learn about all the hiring steps from vacancy through onboarding
- ***Page Up Training*** - Learn the basic steps to create and recruit top quality candidates for your department using the applicant tracking system, Page Up.
- ***Time & Attendance*** – Become more familiar with the steps to record your time worked or review your direct report's.

