

# HIRING SKILLS 101



**This informative 1-day training offers an introduction to hiring skills. The course is intended for anyone in the social services/nonprofit sector who wants to improve their success rate at hiring suitable candidates from the interview process utilizing a fair and standard process.**

**Topics covered include:**

- **writing a job description and posting**
- **establishing a recruitment plan**
- **preparing for and conducting an interview process**
- **evaluating and selecting candidates**
- **planning for new staff orientation**

**Participants will be given numerous tools and templates to help them with future hiring efforts.**

**A 1-day training  
in Boston, MA:  
Wednesday,  
February 27  
8:30 am - 4:30 pm**

To register, contact  
Nayanka Crayton at  
617-988-2605 x2302  
or at [ncrayton@jri.org](mailto:ncrayton@jri.org)

The cost of the  
training is \$80, and  
includes breakfast and  
lunch

The training will be  
conducted at:  
JRI Health  
Center for Training and  
Professional  
Development  
25 West Street,  
3rd floor  
Boston, MA 02111

## ABOUT THE TRAINERS

Doris Roach is a Leadership Capacity Building Initiative Project Manager for the Center for Training and Professional Development at JRI Health. She is a former senior attorney with a major Fortune 500 Company where she practiced general business law for 10 years. Doris consults with nonprofit organizations specializing in the development of effective leadership, strong teams and helping organizations benefit from an increasingly diverse workplace. In addition, to her project management and consulting work, Doris is a senior lecturer at Northeastern University School of Professional and Continuing Studies where she teaches courses on managing human resources and organizational behavior.

Beth Hastie is Project Director, HIV/AIDS Service Coordination Collaborative and Publications, at the Center for Training and Professional Development at JRI Health. She has a master's degree in public health from Boston University. An experienced trainer with over ten years experience, Beth has developed curricula and trained service providers and consumers on numerous topics, including using public health data for grantwriting and program development, program evaluation, meeting facilitation, HIV disclosure, and positive prevention.