Instruction for using Organization Development & Training Calendar

• To navigate within the calendar click the tabs on your screen to see different calendar screens. The following tab choices are below: Today's Events, This Month, This Year, or Upcoming.

Organization Development & Training		This Week's Announcements
Today's Events This Month This	Year Upcoming	Search
<u> (</u> May 2011)	🖻 Tuesday, May 17th (link)	< ک
Sun Mon Tue Wed Thu Fri Sat	Date Description	

• Once you see an event you would like to read more about, click the event name. For example Interviewer Certification is in red below. Click the red words and it will bring you to a more detailed description of that event.

Image: Tuesday, May 17th (link) Image: Tuesday, May 17th (link) Date Description May 17 08:00 am Interviewer Certification UTC 360 * Do you want to hire the best people? During this workshop we will: * Introduce the concept of behavioral interviewing * Examine areas of possible discrimination concerns * Review hiring procedures * Offer 100+ interview questions to select from for your interviews * Provide sample reference check questions Upon completion of the program, participants earn the designation of "Certified Interviewer," a requirement for those who sign employment paperwork. Facilitated by: Janet Park Balanoff, Director, Equal Opportunity and Affirmative Action Programs David Amaro, HR Coordinator Human Resources Recruitment Register Now for PER006 at myUCF



• See the complete description of the event by clicking the word (link).

🔊 Interviewer Certification (link)

PER006

Event Detai	
Date:	Tuesday, May 17th
Time:	8:00 am-12:00 pm
	* Do you want to hire the best people? During this workshop we will:
	* Introduce the concept of behavioral interviewing
	* Examine areas of possible discrimination concerns
	* Review hiring procedures
	* Offer 100+ interview questions to select from for your interviews
	* Provide sample reference check questions
Description:	Upon completion of the program, participants earn the designation of "Certified Interviewer," a requirement for those who sign employment paperwork.

• Red highlighted words often open up a corresponding link. For example under the description where it reads Register Now for PER006 at myUCF, it will navigate you to the myUCF site to begin the registration process on PeopleSoft. The screen below is the myUCF portal.



- For instructions on using employee self-service go to http://www.hr.ucf.edu/web/training/calendar.shtml .
- Contact Organization Development & Training if you have any questions about the calendar at 407-823-0440 or <u>od&training@ucf.edu</u>