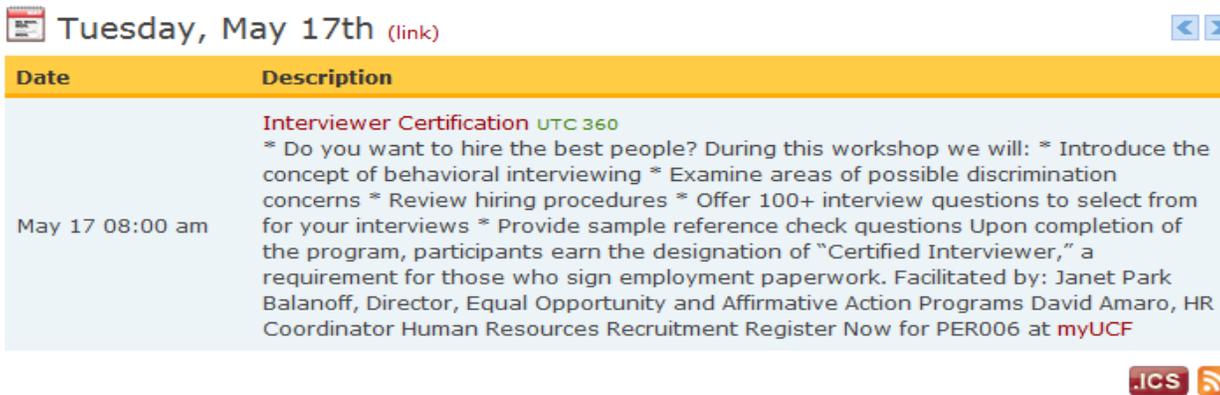


# Instruction for using Organization Development & Training Calendar

- 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**.



- 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.



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

## Interviewer Certification [\(link\)](#)

PER006

Event Detail

**Date:** Tuesday, May 17th

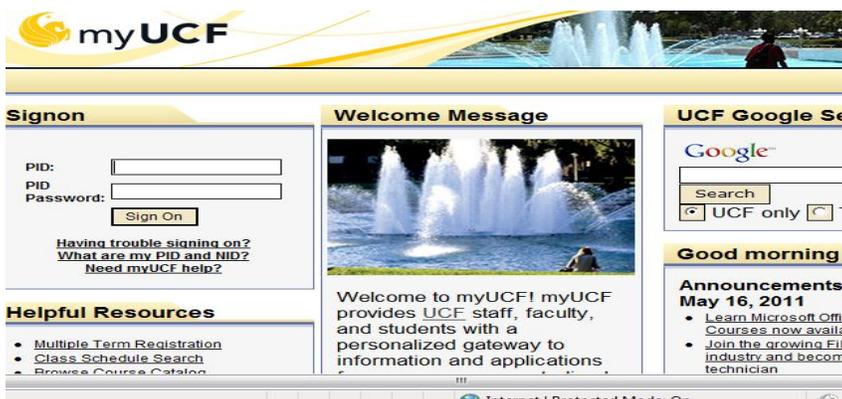
**Time:** 8:00 am-12:00 pm

**Description:**

- \* 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.

- 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 [od&training@ucf.edu](mailto:od&training@ucf.edu)