

Hiring employees

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Course overview

This course provides general guidance on hiring a new employee.

The course will help you to:

- understand the steps in the hiring process
- decide if hiring a new employee is the best option for you
- understand employee entitlements and your obligations
- attract the best applicants and conduct interviews
- select the most suitable candidate and make them an offer of employment
- induct employees, develop their skills and hold onto strong performers
- locate downloadable resources, templates and links to further information.

Resources to download:

- A guide to hiring new employees ( 1324KB (www.fairwork.gov.au/ArticleDocuments/712/guide-to-hiring-new-employees.rtf.aspx)) ( 315KB (www.fairwork.gov.au/ArticleDocuments/712/guide-to-hiring-new-employees.pdf.aspx))

Start the course now

Before you start, we recommend logging in or registering as you can:

- download a completion certificate at the end of the course
- save your progress, pause and resume the course later
- get emails about new courses you might be interested in.

[Start the course as a guest \(www.fairwork.gov.au/fwo/webservices/anonymouslogin.ashx?d1=fwog&lp-wid=3\)](http://www.fairwork.gov.au/fwo/webservices/anonymouslogin.ashx?d1=fwog&lp-wid=3)

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