

# SCORE

Study Coordinators Organization for Research & Education

**Wednesday, April 18, 2018**  
Meeting 3-4pm / Networking 4-4:30pm  
SRB, 1.416

## Hiring Right: Staff Recruitment, Best Practices and You



Presented by Human Resources:

**Taylor Reynolds,**  
**Talent Recruitment Specialist**  
**and**  
**Zachary Arnold,**  
**Director of Recruitment**

**Your research site is expanding, work tasks are numerous and you've been told you can hire a research coordinator. At this meeting SCORE examines the staff recruitment process. Learn how to initiate an open position, review a resume and conduct a phone screening interview. This SCORE meeting is targeted to coordinators and researchers who are in the role of hiring personnel.**

### Objectives

1. List relevant policy and regulations with regards to hiring practices
2. Describe how to find/source candidates
3. Describe best practices with regards to resume review and telephone screening

To request accommodations for this event, email [SCORE](#) by noon on Friday, April 13<sup>th</sup>.

**Did You Know?** Depending on a specific topic, SCORE meetings may qualify toward maintenance of certification. Attendees must report and retain documentation of event (Certificate of Attendance distributed by SCORE). For details see websites [ACRP](#) and [SoCRA](#).