

2018 OMAA/OML WEBINAR: Interview Ninja: Mastering the Art of Lawful Interview and Selection

Thursday, July 19, 2018 - 10:00 to 11:00 a.m.

COST: \$100 PER REGISTRANT - REGISTRATION LIMITED TO 50 REGISTRANTS PER SESSION. (There is no CLE credit for these webinars.)

PROGRAM OVERVIEW:

Whether you are a seasoned professional or a new manager preparing for your first interview, the interview and selection process is filled with legal pitfalls. In order to navigate the pitfalls, today's professional must become an "Interview Ninja". In this webinar, attendees will learn the do's and don'ts of interviewing and selection, review the components of a legally defensible interview process, and obtain an understanding of the various laws impacting the interview and selection process, including the impact of the ADA, reference checking risks, and the use of Social Media during the selection process.

Attendees will:

1. Review the various laws that impact the interview and selection process.
2. Gain knowledge of permissible and impermissible interview inquiries.
3. Understand the impact of the ADA on the interview and selection processes.
4. Understand the EEOC's position on background screening and how to comply.
5. Learn the use and risk of using, Social Media during selection.

PRESENTER: Brad E. Bennett, Zashin & Rich

- 20 years of experience as an employment and labor lawyer and human resources professional.
- Represents clients in federal and state litigation, collective bargaining, arbitrations, and administrative proceedings before administrative agencies such as the EEOC, OCRC, SERB, and SPBR.
- Assists clients with HR compliance, including day-to-day employee issues, discipline, handbook policies, job descriptions, internal investigations, leave issues, FLSA compliance, salary surveys, and internal HR audits.
- Assists public employers in compliance with Ohio's Open Meetings Act and Public records Act and with drafting of civil service rules.
- Selected to "Super Lawyers" every year since 2015.
- Certified as a Specialist in Labor and Employment Law by the Ohio State Bar Association.

Complimentary power point slides will be provided to the attendees.

TO REGISTER: email the registration form to CYNDIE, at cgrant@omloho.org, or mail it to the OMAA/OML offices (Please mail your \$100 check, made out to the OMAA, to the OMAA/OML offices: 175 S. Third St., Suite 510, Columbus, OH 43215.)

Registrants are encouraged to set up for the webinar in a conference room, with a speaker phone and a computer screen, and to invite other city officials to attend. Registrants are encouraged to notify us of the number of participants attending the webinar (for our records).



Ohio Municipal Attorneys Association
Serving Local Government Attorneys since 1953



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Interview Ninja: Mastering the Art of Lawful Interview and Selection

Presenter – Brad E. Bennett, Zashin & Rich

PLEASE PRINT:

Municipality _____

Address _____

Name of Law Director/Solicitor/Official _____

Email _____ Phone _____

The email you indicate above is the email to which I send all correspondence – info about how the webinar works, the power point slides and the webinar email invitation.

(Notice: We always email registration confirmation and info about how to enter the webinar at the latest by 5:00 p.m. the day before the webinar. If you do not receive this confirmation let us know.)

COST: \$100 per registrant (limit of 50 registrants per webinar session)

Your municipality counts as 1 registrant. You may have as many city officials (attorneys, mayors, council members, etc.) attend as you wish, for this \$100 fee. **(Mail your check, made out to OMAA, to our offices. If we should bill someone besides the municipality please also indicate the name and full address of that entity on this form.)** You may email or fax the registration form to us.) *(For our records we appreciate your advising us, at cgrant@omloho.org, how many officials you plan to have participate.)*