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Course Information

Course Title: Recruiting and Hiring #366116

Number of continuing education credit hours recommended for this course:

CPA: 4 (All states)

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy: 002146

Ohio State Board of Accountancy: M0021

Texas State Board of Accountancy: 009349

Course Description

The *Recruiting and Hiring* course shows how to create a job specification, and the many methods available for locating the most highly qualified candidates for a position. The course also describes general hiring principles, preliminary screening activities, how to conduct an interview, and the best way to manage the reference checking process. The course also notes how to evaluate candidates, describes the job offer, addresses how to handle counteroffers, and several related topics.

Program Delivery Method: NASBA QAS Self-Study (interactive)

Subject Codes/Field of Study

NASBA (CPA): Personnel/HR

Course Level, Prerequisites, and Advance Preparation Requirements

Program level: Overview

Prerequisites: None

Advance Preparation: None

Course Content

Publication/Revision date: 10/20/2016.

Author: Steven M. Bragg, CPA.

Final exam (online): Twenty (multiple-choice).

Instructions for taking this course

You must complete this course within one year of the date of purchase (if you do not complete the course within one year, contact us to determine whether an updated edition of the course is available, in which case we will provide you with a PDF of the updated course and the online exam at no charge).

A passing grade of at least 70% is required on the final exam for this course. You may retake the exam if you do not pass it on the first attempt (no charge).

Complete the course by following the learning objectives listed on the following page, studying the text, and studying the review questions at the end of each major section (or at the end of the course). Once you have completed studying the course and you are confident that the learning objectives have been met, answer the final exam questions (online).

Instructions for Taking the Final Exam Online

- Login to your account online at www.bhfe.com.
- Go to "My Account" and view your course.
- Select "Take Exam" for this course and follow instructions.

Additional Information

- The exam may be started, stopped, then resumed at a later date.
- The exam is "open book," it is not timed, and it may be retaken if not passed on the first attempt (no charge).
- Results (correct, incorrect answers) and certificate appear immediately upon passing the exam.

Have a question? Call us at 800-588-7039 or email us at contact@bhfe.com.

Learning Assignment & Objectives

- Identify the options for not recruiting more employees.
- Note the steps involved in recruiting for specific people.
- Recognize the different types of marketing used in recruiting.
- Recall the methods used to bulk hire employees.
- Note how the job bidding process works.
- Identify the advantages and disadvantages of poaching as a recruiting tactic.
- Recognize the uses to which a job application form can be put.
- Recall the techniques for extracting information from a resume.
- Identify the situations in which telephone screening might be used.
- Note the reasons why interviews are used, and how interviews can be made more efficient.
- Recognize the circumstances under which a high-pressure interview is a reasonable tactic.
- Recall the red flags that can arise from the interviewing process.
- Note the different effects that can skew perceptions in the interviewing process.
- Identify the contents of an offer letter and employment contract.

About the Author

Steven Bragg, CPA, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been a two-time president of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written the following books:

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