A. Course Description
   - **Credits:** 1.00
   - **Lecture Hours/Week:** 1.00
   - **Lab Hours/Week:** 0.00
   - **OJT Hours/Week:** 0
   - **Prerequisites:** None
   - **Corequisites:** None
   - **MnTC Goals:** None

   Develop the skills to conduct effective interviews for selecting new employees. Legal issues, fairness, planning, and conducting the interview will be examined. Practical application of techniques will be featured through role play. Prerequisites: None

B. Course Effective Dates: 4/7/98 – Present

C. Outline of Major Content Areas
   - As noted on course syllabus

D. Learning Outcomes
   1. analyze candidate qualifications
   2. analyze decision making process; discuss legal hiring practices
   3. demonstrate interviewing/questioning skills
   4. discuss legal hiring practices
   5. discuss recruitment methods
   6. identify elements of employee selection process
   7. identify selection criteria/job requirement

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment
   - As noted on course syllabus

G. Special Information
   - None noted