

# Speaker Information Form



## Speaker Information

### Speaker Name

James Reid  
Alana Nicol

### Email

James.Reid@dinsmore.com  
ANicol@sandler.cm

### Location

Your location and where you are willing to present

## Speaker Biography & Credentials

James is a business attorney who counsels business owners, serial entrepreneurs, C-suite executives, in-house counsel, and human resources directors to make strategic business decisions, from hiring to firing, while complying with the ever changing and overlapping laws (including the ADEA, FLSA, FMLA, NLRA, and Title VII). He brings a business and proactive approach to legal matters to help employers make strategic business decisions to minimize the potential for litigation and business disruption. When litigation becomes necessary, he enforces restrictive covenants and defends employers against charges filed with the EEOC, state, and federal agencies. James regularly conducts audits and investigations into employers' wage and hour practices and claims of discrimination and harassment. He provides training and prepares employment documents (including employee handbooks, employment agreements, and separation agreements) to cover all aspects during the life cycle of an employee. James is also a renowned keynote and national speaker at conferences and events including the American Payroll Association, SHRM, and HR Day.

Alana is a sales and business development expert with extensive, diversified global sales experience. Alana is a results-driven professional, skilled at growing businesses, developing winning sales leadership strategies and customer care best practices. Alana helps clients increase productivity and profit by developing high performance behaviors, winning attitudes and superior sales and management techniques. Alana is a dynamic speaker and trainer who is never satisfied with status quo for herself or her clients. She has experience with many different industry's ranging from automotive, healthcare, insurance and manufacturing just to name a few. Alana's unique ability to create an engaging experience can be tailored for any industry.

## General Information

### HRCI/SHRM Information

Previous approval codes for HRCI or SHRM

### Credit Type

General or Business

## Activity Type

Webinar

## Date of Activity

Wednesday, December 8, 2021 from 11:00 - 12:30 pm.

## Length of Session

1.5 hours

## Session Information

### Session Title

- Recruitment and Onboarding: Strategies and Pitfalls

### Session Description

- In this session, participants will discuss the strategies and pitfalls that relate to recruitment and onboarding practices. We will discuss the top 10 mistakes made in hiring and how to avoid them. Sandler will share how to create a predictable repeatable process to profile, screen, interview and onboard candidates. This will include examining these practices through a legal lens. By the end of this session, participants will be able to identify the makeup of a candidate and articulate how to screen candidates during the recruitment process. In addition, we will share tools and best practices as it relates to the onboarding process and tips to avoid the most common mistakes made during the onboarding process.

### Learning Outcomes

- Identify make-up of candidate
- Teach how to screen
- Best Practices to Onboarding
- Legal training