



## Interviewing and Selecting Employees 2023-2024 Upcoming Classes

**Course Description:** Interviewing and Selecting Employees is designed to provide interview panel members and hiring managers with the tools necessary to navigate through the interviewing and selection process. All classes are held virtually in Microsoft Teams Meetings.

**Audience:** Members of interview panels and hiring managers

**Time Frame:** This course must be completed prior to participating on a rating or interview panel or acting as a hiring manager.

**Enrollment Instructions:**

- Online enrollment available via Oracle Employee Self-Service [AccessMCGePortal](#)
- Enrollment Instructions: [Enroll in aClass](#)
- Registration closes 24-hours in advance of the class. An Outlook email with a MS Teams Meeting link to join the class will be sent to participants prior to the class.

Date	Time	Training Delivery Method
July 25, 2023	1 – 4 p.m.	MS Teams Virtual Meeting
August 24, 2023	9 a.m. – noon	MS Teams Virtual Meeting
September 07, 2023	9 a.m. – noon	MS Teams Virtual Meeting
October 03, 2023	1 – 4 p.m.	MS Teams Virtual Meeting
November 9, 2023	9 a.m. – noon	MS Teams Virtual Meeting
December 14, 2022	1 – 4 p.m.	MS Teams Virtual Meeting
January 11, 2024	9 a.m. – noon	MS Teams Virtual Meeting
February 06, 2024	1 – 4 p.m.	MS Teams Virtual Meeting
March 05, 2024	1 – 4 p.m.	MS Teams Virtual Meeting
April 04, 2024	9 a.m. – noon	MS Teams Virtual Meeting

May 02, 2024	9 a.m. – noon	MS Teams Virtual Meeting
June 11, 2024	1 – 4 p.m.	MS Teams Virtual Meeting

**ADA Reasonable Accommodations**

Please contact the OHR Training Line at 240-777-5116 or [OLM.Admin@montgomerycountymd.gov](mailto:OLM.Admin@montgomerycountymd.gov) at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.