



# Recruitment 101 - Part One in a Three

**Start Date: 3/16/2016 7:30 AM**

**End Date: 3/16/2016 9:30 AM**

Please join us for our March program: Recruitment 101 - The first of a 3-part series! Wednesday, March 16, 2016 Temple B'Rith Kodesh, 2131 Elmwood Avenue, Rochester, NY 14618 Registration & Networking: 7:30 - 8:00am Program: 8:00am - 9:00am This program is hosted by GVC SHRM! This program has been pre-approved for 1.5 Professional Development Credits (PDCs) from the Society of Human Resource Management, and 1.5 general recertification credits from the HR Certification Institute. Presented by Abbey Greenway, Kim Bruno, and Matt Taylor of AP Professionals. This program describes some of the basic functions of recruiting including screening candidates, tracking systems, job descriptions, hiring and background check processes, advertising, and challenging jobs/industries! By the end of this session, participants will: •Have a basic understanding of how to screen resumes and conduct phone screens. •Gather ideas on hiring and background check processes to bring back to their companies •Get advice on advertising and recruiting for candidates •Understand the current market and challenges About our presenters: Matt Taylor: Matt is a Director in the Permanent Placement Division with over 14 years of experience. His focus is placement of mid to high level accounting, finance and human resource positions. Matt's successes come from partnering with clients to determine their specific internal personnel needs; leveraging 10+ years of his public accounting, large, and small company experience. Kim Bruno: Kim is Placement Director for the Financial and Human Resources Division at AP Professionals. She focuses on accounting, finance and human resource placement services for contract/consulting, contract to hire, and direct hire needs. Kim joined the company in 1999. Kim prides herself on understanding both the clients' and candidates' needs and leveraging her business knowledge. She enjoys consulting and partnering with her many clients. She has developed solid relationships with many individuals in the Rochester area. Abbey Greenway: Abbey is a Placement Director for the Human Resources and Administrative divisions of AP Professionals. She focuses on entry to mid-level HR positions, as well as Office Manager, Administrative, Marketing, Purchasing, and General Business positions of all levels. Abbey places individuals in contract, contract to hire, and direct hire capacities. Abbey began as a temporary employee of AP while obtaining her undergraduate degree and was hired internally in 2006. She began in a payroll and recruitment support role, and in 2009 became a full time Placement Director for our Administrative Division. In early 2015 she took on the role of HR placement for her team. Abbey enjoys meeting candidates of all backgrounds and pairing them with AP's new and repeat clients. PRICING: GVC SHRM Members: \$30

## Location(s)

Temple B'Rith Kodesh  
2131 Elmwood Ave,  
Rochester, NY 14618