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# Hiring Employees

Answers to New and Recurring  
Employment Law and HR Questions  
About Recruiting, Screening,  
Evaluating Candidates, and More

## Featuring Practical Guidance That Takes Into Account –

- **New Laws** Including Pay Transparency
- **New Regulatory Priorities**
- Persistent Legal and HR Considerations
- **Today's Labor Market**
- Visions for **Equity**
- **Changed Concepts** About Work and the Workplace
- And More

## Wednesday, January 25, 2023 – Attend In Person

Minnesota CLE Conference Center  
600 Nicollet Mall, Suite 370, Minneapolis

**Can't Attend In Person?** View the Online Replay  
on Monday, February 27, 2023.

## Can't attend the live seminar?

View the Online Replay on Monday, February 27, 2023.

# Hiring Employees

Wednesday, January 25, 2023  
Attend In Person

8:30 – 9:00 a.m.  
CHECK IN & CONTINENTAL BREAKFAST

9:00 – 9:05 a.m.  
**Welcome & Announcements**  
– *Mae R. Brooks, Course Co-Chair*  
*Jenny Gassman-Pines, Course Co-Chair*

9:05 – 10:05 a.m.  
**Labor Market 2023 – How Are Employers Trying to Attract Talent? What Are the Legal, HR, and Business Implications?**  
– *Steven Andrew Smith*  
*Jana O’Leary Sullivan*  
*Mary B. Thomas*  
*Toni D. Newborn (moderator)*

10:05 – 10:15 a.m.  
BREAK

10:15 – 11:15 a.m.  
**Job Descriptions, Applications & Postings – What Can and Must an Employer Do and Say?**  
– *Stephen M. Owen*

11:15 – 11:25 a.m.  
BREAK

11:25 a.m. – 12:25 p.m.  
**Evaluating Candidates – Practical Guidance for Compliant and Effective Interviews and Decision-Making**  
– *Laurin Cathey*  
*Jenny Gassman-Pines*

12:25 – 1:15 p.m.  
LUNCH BREAK (ON YOUR OWN)

1:15 – 2:15 p.m.  
**Applicant Screening Do’s and Don’ts – Drug Testing, Reviewing Social Media Posts, Background Checks & More**  
– *Cynthia A. Bremer*  
*Jody Ward-Rannow*

2:15 – 2:35 p.m.  
**QUICK TAKE #1**  
**3 Common Ways Employers Run Afoul of Privacy Laws in the Hiring Process – And How to Avoid Them!**  
– *Lisa B. Ellingson*

2:35 – 2:45 p.m.  
BREAK

2:45 – 3:05 p.m.  
**QUICK TAKE #2**  
**4 Ways Hiring Differs for Unionized Workplaces**  
– *Brendan D. Cummins*

3:05 – 3:25 p.m.  
**QUICK TAKE #3**  
**Additional Requirements for Hiring in the Public Sector**  
– *Joshua M. Heggem*

3:25 – 4:25 p.m.  
**No-Poach, Non-Solicit, and Non-Compete Agreements – How to Vet Applicants for Existing Agreements, Weigh Risks and Benefits of Proceeding with Job Offers, and Handle Onboarding**  
– *Joel Andersen*  
*Katie M. Connolly*

**LIVE IN PERSON**  
**Wednesday, January 25, 2023**  
**Minnesota CLE Conference Center**  
600 Nicollet Mall, Suite 370  
Third Floor City Center, Minneapolis

**ONLINE REPLAY**  
**Monday, February 27, 2023**  
**View online at [www.minncle.org](http://www.minncle.org)**  
A moderator will be available to answer questions by email.

**HOW TO REGISTER**  
Registration must be made online at [www.minncle.org](http://www.minncle.org). For assistance, call Minnesota CLE at **651-227-8266** or **800-759-8840** or email [customerservice@minncle.org](mailto:customerservice@minncle.org).

**COURSE MATERIALS**  
**In-Person Attendees**  
Course materials will be provided to in-person attendees in hard copy. In-person attendees will also have electronic access to the course materials via their Minnesota CLE website accounts.

**Online Replay Attendees**  
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**CREDITS**  
Minnesota CLE is applying to the Minnesota State Board of CLE for **6.0 standard CLE credits** and to the Minnesota State Bar Association for **6.0 labor and employment specialist credits**.

Minnesota CLE is applying to the Human Resource Certification Institute for **6.0 HR (General) recertification credit hours**.

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**ACCOMMODATION**  
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**CANCELLATION POLICY / NO-SHOW POLICY**  
Paid registrants who cancel before the seminar will receive a refund upon request. Paid registrants who do not cancel and are unable to attend will retain access to the seminar materials through their Minnesota CLE website account. Passholders may purchase the materials at 50% of the full retail price.

**QUESTIONS?**  
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[www.minncle.org](http://www.minncle.org)  
**800-759-8840**

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**TUITION:**  
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Orders will be filled after the seminar.