

Employee and Self Development Resources

Lynda.com (aka LinkedIn Learning)

<https://www.lynda.com>

Lynda is a leading online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals. Through individual, corporate, academic and government subscriptions, members have access to the Lynda.com video library of engaging, top-quality courses taught by recognized industry experts. Many local library branches offer free access to Lynda through their website as long as you have a valid library card.

Microsoft Learning

<https://www.support.office.com/en-us/office-training-center>

Microsoft offers many free courses that cover all of their most popular software products.

Coursera

<https://www.coursera.org/>

Learn online and earn credentials from top universities like Yale, Michigan, Stanford, and leading companies like Google and IBM.

Association for Talent Development

<https://www.td.org/>

The Association for Talent Development (ATD), formerly American Society for Training & Development (ASTD), is a non-profit association serving those who develop talent in the workplace. You must pay for much of the content, but there are many free articles and resources that help provide information on the latest trends in Talent Development.

Lifehack

<https://www.lifehack.org>

Lifehack is the leading source of practical and adaptable knowledge dedicated to improving Health, Happiness, Productivity, Relationships, and more.

Ted Talks

<https://www.ted.com>

Ted Talks provides recorded presentations on a variety of topics relevant to businesses and employees.



EMPLOYMENT LETTER

Date: [Click here to enter a date.](#)

To:
[ATTN]
[ADDRESS]
[POSTAL CODE]
[COUNTRY]

Subject: Conditional Offer of Employment Letter

Dear Candidate's Name,

On behalf of [hiring manager's name] and the [name of agency], I am pleased to extend a conditional offer to you for the position of [position title] at our XXXX location. Should you accept this conditional offer, your bi-weekly salary will be [\$].

This employment offer is contingent upon your completion of a successful Drug Screen and Background check. Every effort will be made to expedite this process.

As was discussed during the interview process, the [XXX] provides a program of group life, health and long-term disability insurance coverage for state employees. Employees are eligible to participate in any or all of the available insurance coverages on the first day of the month following 60 days or two calendar months of employment, whichever is less. Also, all state employment will be explained to you in an orientation session during your first week of employment in your new position.

Please let me know by phone as soon as possible if you accept this conditional offer, so that we may forward to you the necessary forms to complete in order to obtain approval of your appointment.

I would appreciate your consideration of this offer and your prompt reply by [Click here to enter a date..](#) We will be unable to hold the offer of this position open after that date.



**K&M TIRE DEALER CONFERENCE
& TRADE SHOW**

PERSONAL & CONFIDENTIAL

Address

Dear _____,
(please print)

Congratulations! We are pleased to extend you a contingent offer of employment as

_____.

Details of the offer are as follows:

1. Your salary rate will be \$_____ and paid weekly by direct deposit.
2. Being an employee of K&M, you are eligible for paid time off (PTO). PTO can be used for various reasons including but not limited to, vacation, illness, bereavement, jury duty, etc. You will accrue PTO times as _____ hours monthly (_____ annually) first three months to three years. Hours are distributed on a monthly basis at the end of the month.
3. Employees have the benefit of purchasing _____ tires per calendar year for their vehicle at a discounted rate.

At K&M Tire, everything we do is inspired by our Vision, Mission and Values. Our values are the core of what we believe in. They guide us in our decisions and how we work with our customers, business partners and each other. It is important that you recognize them.

- *Make the customer the most important person in our business.
- *Live with integrity, character and passion.
- *We will develop trust and respect for each other and work together in a harmonious atmosphere.
- *Commit to the pursuit of perfection.
- *Urgency of accountability and change.
- *Possess a servant's attitude.
- *Make a positive difference in our community.
- *We will provide a fair deal for everyone.

Included is a summary of K&M Tire's benefits program for your review. The Company has health and life insurance package with a portion paid by K&M Tire. Employees are eligible for health insurance on the first of the month following 63 days or on the 90th day of employment.

To assist employees in planning for their future financial needs, K&M Tire currently offers the opportunity for voluntary participation in a 401(k) program. Sign-up takes place during the enrollment period after being employed with K&M Tire for one year.

Please indicate acceptance of this offer by signing this letter as indicated below and returning a copy to me by close of business Start Date via email to Recruiter Email. In signing this offer letter, you acknowledge that this letter will not constitute a contract or an employment agreement between you and K&M Tire, and will not guarantee your employment for any definite duration.



**K&M TIRE DEALER CONFERENCE
& TRADE SHOW**

During your first day of orientation, you will be required to submit the following completed documents:

1. Two (2) forms of identification for employment verification.
2. Direct deposit information from you bank.
3. I understand that it is my responsibility to read the Handbook and adhere to the Company's policies and procedures at all times.

K&M Tire is firmly committed to the principle of equal employment opportunity in all aspect of employment. We do not discriminate against individuals because of age, race, color, religion, military status, sex, marital status, ancestry, sexual orientation, national origin, medical condition, or disability.

We hope you find our offer acceptable and we look forward to you becoming a member of K&M Tire Team. Please contact me at (419) 695-1061 Ext. 1156 with any questions you have regarding this offer.

Sincerely,

Recruiter Name
Recruiter Title

I have reviewed this letter and I understand and accept K&M Tire's offer of employment.

Candidate name

Date

*"Our vision is to be the leading and most trusted provider of tires and services
in all of our geographic markets."*



New Employee Orientation Checklist

Employee Name: _____
Position: _____ Hire Date: _____
Department: _____ Supervisor: _____
Date(s) of Orientation: _____

Orientation

- 1. Introduction to supervisor _____
- 2. Facility and operations familiarization _____
- 3. Review of safety program _____
- 4. Review of safety regulations _____
- 5. Review of performance appraisal policy _____
- 6. Review of general safety rules _____
- 7. Review of probationary policy _____
- 8. Review of disciplinary policy _____
- 9. Review of first aid and emergency medical procedures _____
- 10. Review of emergency response notification _____
- 11. Review of firefighting and evacuations procedures _____
- 12. Review of accident reporting policy _____
- 13. Review of safe operating procedures _____
- 14. Review of specific equipment to be used _____
- 15. Review of specific operations _____
- 16. Review of safe lifting techniques _____
- 17. Required regulatory training conducted (See attachment) _____
- 18. Job-specific training provided, including high risk task descriptions _____
- 19. Other: _____

Immediate Supervisor _____ Date _____

Safety Pledge: By my signature, I am declaring that I have completed the above orientation process with my supervisor and that I understand my responsibilities toward the safety and health of myself and my coworkers. I have received copies of these policies for my future reference.



K&M TIRE DEALER CONFERENCE & TRADE SHOW

Your Logo
Here

[Company Name]

New Hire Checklist

EMPLOYEE INFORMATION

Name: _____ Start Date: _____

Position: _____ Manager: _____

FIRST DAY

- Provide employee with Employee Handbook.
- Conduct a general orientation.

POLICIES

- Review key policies.
 - Anti-harassment
 - Vacation and sick leave
 - FMLA/leaves of absence
 - Holidays
 - Time and leave reporting
 - Overtime
 - Performance reviews
 - Dress code
 - Personal conduct standards
 - Progressive disciplinary actions
 - Security
 - Confidentiality
 - Safety
 - Emergency procedures
 - Visitor
 - E-mail and Internet use

ADMINISTRATIVE PROCEDURES

- Review general administrative procedures.
 - Office/desk/work station
 - Keys
 - Mail (incoming and outgoing)
 - Shipping (FedEx, DHL, and UPS)
 - Business cards
 - Purchase requests
 - Telephones
 - Building access cards
 - Conference rooms
 - Picture ID badges
 - Expense reports
 - Office supplies

GENERAL ORIENTATION

- Give introductions to department staff and key personal during tour.
- Tour of facility, including:
 - Restrooms
 - Mail rooms
 - Copy centers
 - Fax machines
 - Bulletin board
 - Parking
 - Printers
 - Office supplies
 - Kitchen
 - Coffee/vending machines
 - Cafeteria
 - Emergency exits and supplies

POSITION INFORMATION

- Introductions to team.
- Review initial job assignments and training plans.
- Review job description and performance expectations and standards.
- Review job schedule and hours.
- Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

- Hardware and software reviews, including:
 - Email
 - Intranet
 - Microsoft Office
 - Data on shared drives
 - Databases
 - Internet



**K&M TIRE DEALER CONFERENCE
& TRADE SHOW**

[Insert your company logo and address]

Dear _____ ;

[NAME OF COMPANY] is pleased to extend to you a conditional offer of employment as _____ (POSITION) in the _____ department at a rate of _____ (HOURLY RATE) which is \$ _____ per year on an annualized basis beginning _____ (START DATE).

This conditional job offer is contingent upon receipt of results of a satisfactory drug and alcohol screening test. This conditional job offer is valid until [three weeks from date of letter].

This screening test must be completed no later than two weeks from the date of this letter. Enclosed with this letter you will find information regarding the test, contact and location information for the laboratory as well as the hours of operation. This alcohol and drug screening test is in accordance with the company's substance abuse policy. If you have any questions regarding our policy or this test, please contact the Human Resource department as soon as possible.

Should you accept this offer and begin employment with us, you retain the right to resign, without notice or cause. [Name of Company] reserves the same right with respect to termination. Your employment is for no definite term, regardless of any other oral or written statement by any company officer or representative, with the exception of an expressed written employment contract signed by the President. If you understand and accept these terms, please sign and return one copy of this letter to the Human Resource department in the enclosed envelope.

We look forward to the contributions you will make to [Name of Company] and to the professional and personal opportunities we will be able to provide to you!

Sincerely,

Accepted:

Signature:

Printed Name:

Date: [Click here to enter a date.](#)



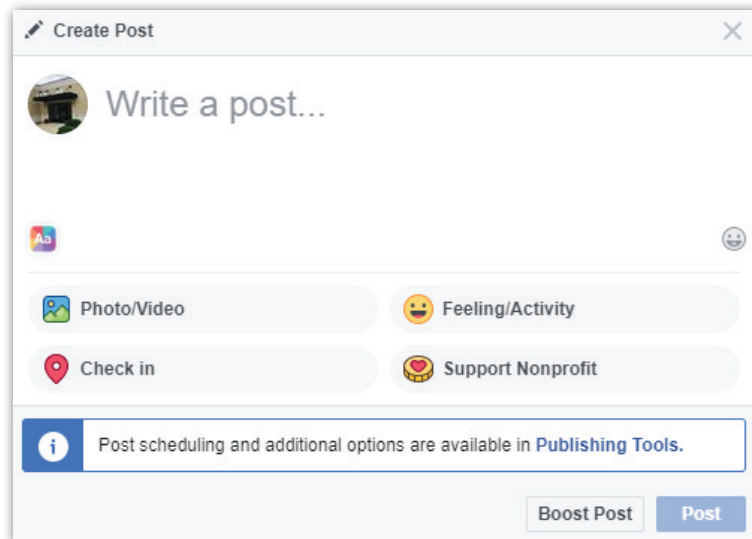
BOOSTING A FACEBOOK POST

Before you begin

- You will need a [FACEBOOK](#) Page.
- Make sure you have a Page role that allows you to advertise.

Creating a boosted post

1. Go to your [FACEBOOK](#) Page.
2. Find the post you want to boost, or create one.
3. Select Boost Post. You can find it in the bottom-right corner of your post.



4. Fill in the details for your ad. [FACEBOOK](#) automatically uses images and text from your post, but you can choose the following details:
 - **Audience:** Choose a recommended audience or create a new audience based on specific traits.
 - **Total Budget:** Select a recommended budget or provide a custom budget.
 - **Duration:** Select one of the suggested periods or provide a specific end date.
 - **Payment Method:** Review your payment method.
5. When you're done, select
 - Boost



INTERVIEW GUIDELINES

SUBJECT	PERMITTED	NOT PERMITTED
ADDRESS	How long have you been at your current address? What is your current address? What was your previous address and how long did you live there?	Do you own your own home or rent? Who do you live with? How are you related to the people you live with?
AGE	For some roles, age is a legal requirement (working in a bar) so it is acceptable to ask a candidate their age directly and ask for proof.	What year were you born? When did you graduate high school?
ARREST RECORD	Usually only law enforcement agencies can ask and exclude based on their arrest record. For other businesses it is OK to ask if the arrest is directly related to the role they applied for and relatively recent, but you are walking a thin line.	Avoid any questions relating to arrests if it is not directly related to the job or in states where it is illegal to ask. (i.e., they have not been convicted yet so could be innocent).
<p>NOTES: See convictions below for arrests that lead to convictions. Also rejecting applicants based on arrest record has been shown to impact so racial groups.</p>		
AVAILABILITY	What days and shifts can you work? Are there shifts you cannot work? Are there any responsibilities you have that could make it difficult for you to travel for work? Do you have a reliable way of getting to work?	Directly asking about weekend work could be seen as a proxy question for religious observance. Also, questions about evening work or childcare arrangements can impact females who have childcare responsibilities. Asking if they own a car could be seen as racially discriminatory unless it is a requirement of the job
<p>NOTES: Ask all candidates the same questions on this subject. Asking only women about evening work can be discriminatory as it ties into questions about family status.</p>		



INTERVIEW GUIDELINES

SUBJECT	PERMITTED	NOT PERMITTED
CITIZENSHIP OR NATIONAL ORIGIN	<p>Are you legally eligible to work in the United States? Can you show proof of citizenship/visa/alien registration if we decide to hire you? Are you known by any other names? Can you speak, read, and write English?</p>	<p>Are you a US citizen? Can you provide a birth certificate? What country are your parents from? What is your background? Where were you born? How do you learn Portuguese?</p>
<p>NOTES: Asking about other languages is fine if it is a job requirement such as a translator or Spanish speaking phone operator.</p>		
CONVICTIONS	<p>If the role the candidate applied for is security sensitive then it should be fine to ask questions about convictions. Candidates dealing with large sums of money or aligned roles where the candidate is working unsupervised could be considered security sensitive.</p>	<p>Don't ask questions about convictions for roles that are not security sensitive or ask about convictions that have no connection to the role. For example asking a receptionist about speeding convictions.</p>
<p>NOTES: Rejecting candidates purely on conviction record has been shown to disproportionately impact some racial groups. If this question is important then best to ask if later in the interview process so candidates can be excluded for legal reasons first.</p>		
CREDIT INQUIRIES	<p>In general do not ask questions about this unless you are sure it is permitted under the Fair Credit Reporting Act of 1970 and the Consumer Credit Reporting Reform Act of 1996.</p>	<p>Do you have a bank account? Do you own a home or rent? Have your wages ever been garnished? Were you ever declared bankrupt?</p>
DISABILITIES	<p>Accurately describe the job then ask the candidate if they can perform all of the functions.</p>	<p>Do you have a disability? Have you filed a workers compenstion claim? Have you ever suffered a workplace injury?</p>
EDUCATION	<p>Do you have a high school diploma or equivalent? What university or college degrees do you have?</p>	<p>What year did you graduate high school?</p>
EMERGENCY CONTACT	<p>Only after employment is confirmed.</p>	<p>Do not ask this as part of any pre-employment interview questions as this could be seen as a question about national original or sexual orientation</p>



INTERVIEW GUIDELINES

SUBJECT	PERMITTED	NOT PERMITTED
EMPLOYMENT	How long did you stay at your last role? What was start and finish titles? What is your current and expected salary?	When did you first start working? (Age Discrimination)
<p>NOTES: Some states prohibit questions about current salary</p>		
FINANCIAL STATUS	Do you own a car? (Only if a requirement of the job)	Do you own a home? Dow you own a car?
<p>NOTES: Due to the relationship between poverty and some minorities, questions on this subject can be very sensitive.</p>		
HEIGHT OR WEIGHT	Accurately describe the job then ask the candidate if they can perform all of the functions.	What is your height? How much do you weigh?
<p>NOTES: If you can definitely prove a specific height and/or weight is required for the job, then it is fine to ask, but this is usually unlikely.</p>		
MARITAL STATUS	None	Are you married? Are you single? Do you have children?
MILITARY SERVICE	What experience and training do you receive while serving that would be beneficial to this job?	Direct questions about discharge or non-U.S. military service.
ORGANIZATIONS	Are you a member of a professional organizations?	Are you a member of the local country club? What sorority did you join?
<p>NOTES: Avoid all questions about non-professional organizations that could be seen as a proxy question about race, age, sex, etc.</p>		
PERSONAL INFORMATION	Have you ever worked for us before under any other name? What are the names of your personal references?	Are you a member of the local country club? What sorority did you join?



INTERVIEW GUIDELINES

SUBJECT	PERMITTED	NOT PERMITTED
PREGNANCY	How long do you plan on staying with us? Do you have any leave planned?	Are you pregnant? Are you trying to have a family?
NOTES:	Even if a candidate is obviously pregnant, it is not acceptable to ask any questions about this subject. You can still describe the job and then ask if they can perform all functions	
RACE OR COLOR	Almost always not acceptable unless it is a bona fide occupational qualification.	All questions about race or color.
NOTES:	This is a hot top question and best o get legal advice on it if you are unsure	
RELATIVES	Do any of your relatives currently work for us or our competitors? Can you provide the names of your relatives who work for us?	What is the name of your relatives who work for our competitors?
NOTES:	This does become discriminatory if your company has issues hiring minorities as it could look like you have a preference against hiring them.	
RELIGION OR CREED	None	What denomination are you? Who is your pastor?
SEX, ORIENTATION OR GENDER IDENTITY	None	None

