

Please fax registration forms and/or
mail to:

Andrews Koehler & Passarelli, P.C.

Attn: Erinn Moore

4343 Commerce Court, Suite 615

Lisle, IL 60532

(630) 505-9969 (Fax)

Name: _____

Title: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Date to Attend: _____

Total amount enclosed: \$ _____

* I'm an existing client, please bill me on my
October invoice _____

Signature: _____

Please complete a separate form for each person
attending.

(For convenience attach a business card)

PLEASE RESPOND BY OCTOBER 1, 2004.

For more information call

Erinn Moore at 630/505-9939



ANDREWS KOEHLER & PASSARELLI, P.C.

Back to School: The Basics of Human Resource Audits

A Seminar presented by

ANDREWS KOEHLER & PASSARELLI, P.C.

www.akplaw.com



The Basics of a Human Resource Audit



Need to create job descriptions or revise an employee handbook? Renée Koehler and Kerry Lin Davidson will present this series of seminars to give you guidance and practical tips on tackling these necessary projects. This seminar is tailored for Human Resource Personnel, Managers, and Business Owners and is designed to assist you in conducting human resource self-audits. AKP attorneys who concentrate in labor and employment law, exclusively representing management, will be presenting checklists to help attendees conduct self-audits and identify problem areas. Sample personnel policies will also be used to evaluate the strengths and weaknesses of attendees' policies and practices. Attendees will receive valuable audit tools, including sample applications, job descriptions, and disciplinary guidelines.

Cost:

\$160 each (for one person and one seminar)

\$145 each (for more than one person or seminar per company)

To sign up for seminars: Call 630-505-9939 or fax registration form to 630-505-9969.

All seminars include Continental Breakfast or Lunch.

Location:

AKP Office- 4343 Commerce Ct.
Lisle, IL 60532
1st Floor Training Room

Dates:

◆ Thursday, October 7, 2004
8:00 a.m. to 11:30 a.m.

◆ Friday, October 22, 2004
1:00 p.m. to 4:30 p.m.

Reservation Deadline:

Friday, October 1, 2004

Take Our H.R. Quiz:

1. Why should Employers Audit H.R. Practices?
 - a. Reduce the Risk of Lawsuits
 - b. Identify Problem Areas
 - c. Keep up with current employment laws/issues
 - d. All of the Above
2. What question is **ILLEGAL** to ask during an interview:
 - a. Are you able to travel?
 - b. Have you ever been arrested?
 - c. Can you speak any languages other than English?
 - d. All of the above.
3. **True or False:** When hiring for a management level position, you should have the applicants fill out an application even if they send in a detailed resumé.

Attend this seminar for the answers to these and other questions ranging from applications/interviews to performance reviews and policies. Bring your organization's handbook for auditing questions relating to written policies and proper disclaimers.

Seats fill up quickly for this seminar. Be sure to register early!