



SEMAMOFF ORMSBY GREENBERG & TORCHIA, LLC  
BUSINESS LAWYERS SERVING BUSINESS PEOPLE®



## Hiring and Background Checks: Nobody Does It Right!

Presented by  
**Michael J. Torchia, Esquire**

Offered on Two Dates:

Wednesday, May 22, 2019

Thursday, May 30, 2019

This seminar will focus on one of the most frequent topics asked of us - the nuts and bolts of hiring and on-boarding employees. The following will be covered:

- Advertising
- What statistics you need to keep
- What to say or not say during the interview process
- Conducting criminal background checks and how they can be used
- Drug testing
- Notice requirements to all applicants under the Fair Credit Reporting Act
- Offer letters
- Employment agreements required at hiring

8:00am: Registration and networking

8:30 - 9:30am: Seminar

*A complimentary light breakfast will be served*

Semanoff Ormsby Greenberg & Torchia, LLC  
2617 Huntingdon Pike  
Huntingdon Valley, PA 19006

*Seating is limited. Advance registration is required. Please RSVP by May 20th and specify which of the dates you will be attending:*

WEDNESDAY, MAY 22

or

THURSDAY, MAY 30TH

Michelle Horan, [mhoran@sogtlaw.com](mailto:mhoran@sogtlaw.com) or 215.887.0200



**Attorneys: Approved for One Substantive CLE Credit**

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