Registering for and Completing the **All Aboard: Hiring at Duke** Training in the Duke LMS

1. Log into the Duke LMS ([https://lms.duhs.duke.edu/Saba/Web/Cloud](https://lms.duhs.duke.edu/Saba/Web/Cloud)).
2. At the Duke LMS Home screen, in the Catalog Search field, type “**hiring**”.
3. Next, in the Starting field, click the drop down and select “Any Date”.
4. Click **Search**.

![Catalog Search](image)

5. Scroll through the results to find the **All Aboard: Hiring at Duke** course. Select the offering for the desired date.

![Course Details](image)

6. Click **Register**.
7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.

8. Click the **View Details** button.
9. Read the course description.

![Image of course description]

To view the class location, click the Main tab. To view additional details such as the class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

**Delivery Type:** Instructor-Led

Offered in partnership with Human Resources, this training offers a comprehensive overview of the hiring process at Duke. The training walks participants through the process from the time a candidate is offered a position until they are on the payroll. Particular focus is given to the Hire Form, background checks, and the E-Verify process. Discussions will focus on compliance requirements, Duke's transactional process, and best processes that have been implemented throughout the institution. This course is appropriate for Department Payroll Representatives, HR Managers/Specialist, Business Managers, or Supervisors who want to better understand the hiring process.

Financial Services charges a $100 no show fee for participants who cancel with less than 48 hours notice or do not show up for class. The fee will be charged to the participant’s default cost center.

**Completion Status:** Not Evaluated

**Score:** 0

**Learning Assignments**

<table>
<thead>
<tr>
<th>Module</th>
<th>Assignment Type</th>
<th>Requirement Details</th>
<th>Completion Status</th>
<th>Completed On</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Session</td>
<td>Required</td>
<td>Not Evaluated</td>
<td>View All Sessions</td>
<td></td>
</tr>
</tbody>
</table>

**Print | Export | Modify Table**

10. Click the View All Sessions button.

![Image of session detail]

**Session Detail: All Aboard: Hiring at Duke**

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Instructor and Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>01/22/2015</td>
<td>9:00 AM</td>
<td>11:00 AM</td>
<td>Instructor: JEANNA DRAKE, GWENDOLYN HALL-DIFABIO, KRISTIN COOMBS</td>
</tr>
</tbody>
</table>

**Note:** All times are in (GMT-05:00) Eastern Time (US & Canada).

11. Note the start and end time and instructor. Please note: In most instances, sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.