

# Updating Employee Related Forms for 2016

Illinois Chamber of Commerce, Webinar  
January 20, 2016 | 10:30 AM - 12:00 PM

This webinar will teach attendees how to correctly complete employment forms, and how to identify which forms must be changed due to changes in applicable law.

Michael Hughes will lead this webinar and address changes in the law and how it affects completing employment forms. Topics will include:

- Interview checklists
- Record keeping requirements
- Employee data records
- Job descriptions and their content
- Performance evaluations
- Reference and background check forms
- Discipline and termination
- Leave of absence and accommodation mandates

## PROFESSIONALS

Michael F. Hughes  
Partner

## RELATED SERVICES

Labor, Employment &  
Immigration