



**THE EMPLOYERS' ASSOCIATION**

*HR Solutions since 1939*

# **FINDING, HIRING AND RETAINING GOOD EMPLOYEES**

# Finding, Hiring, and Retaining Good Employees

Job Posting

Interviewing

Onboarding

Culture

# Job Posting

## Where to Look – Expand from the Norm

- ▶ Never worked or a gap in resume
- ▶ Career change
- ▶ Older employees
- ▶ Veterans
- ▶ Returning citizens
- ▶ Young people – “No Experience”
- ▶ Past applications

# Job Posting

- ▶ **Who Are You?**
- ▶ **Job description.**
- ▶ **Essential Functions – Importance to the Company.**
- ▶ **Requirements – “Must have”.**
- ▶ **Requirements – “Like to have”.**
- ▶ **Be Open and Honest.**

# Interviewing

- ▶ **What are You Really Looking for?**
- ▶ **Two Trained Interviewers.**
- ▶ **Listen.**
- ▶ **Open ended Questions.**
- ▶ **General Information Questions.**
- ▶ **Behavioral Questions.**
- ▶ **Sort – Yes, Maybe, No.**

# Onboarding

- ▶ **Set up for Long Term Success.**
- ▶ **Introductions.**
- ▶ **Networks.**
- ▶ **Job Description – Rules.**
- ▶ **Fit in the Organization.**
- ▶ **Training.**

# Culture

- ▶ **TRUST**
- ▶ **Family – Get to Know Your Employees.**
- ▶ **Freedom.**
- ▶ **Recognition.**
- ▶ **Teamwork.**

# Culture

- ▶ **Networks – Support.**
- ▶ **Management Pitches in.**
- ▶ **Listen.**
- ▶ **Promotion Path - What to do to Get There**



# Finding, Hiring and Retaining Good Employees

- ▶ **It Is a Process – Many Parts.**
- ▶ **Use What Works for You.**
- ▶ **Culture - Build Relationships**