

WELCOME!

FROM ATTRACTION TO
SEPARATION &
EVERYTHING IN
BETWEEN

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"Highly engaged employees
make the customer
experience. Disengaged
employees break it."

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HELLO! I'm Kimberley

I PROTECT BUSINESSES FROM FROM
UNNECESSARY RISKS AND COSTLY MISTAKES
THROUGH HUMAN RESOURCE AND BUSINESS
CONSULTING OUTSOURCING SOLUTIONS.

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Herstory

HR as my second career after a workplace injury
Passionate about doing the right thing - leads to doing things right
Empowering people and businesses to achieve highest potential

HRPA registration #1062234
Code of Ethics, Best Practices, Fiduciary

Wife. Mother. Professional. Entrepreneur. Coach. Mentor.



Today: Employee Lifecycle

IT'S ALL COMING TOGETHER....



Strategic HR- Top it off

Workplace Culture
Employee Lifecycle

HR Operations- Core strength

Employee Handbooks
Defensible Practices
Workplace Policies

Compliance- Foundation

Employment Laws



DISCLAIMER: NOT LEGAL ADVICE



The information provided in this webinar does not, and is not intended to, constitute legal advice; instead, all information, content, and materials are for general informational purposes only. Information may not constitute the most up-to-date information.

Employee Lifecycle

1. What is the employee lifecycle?
2. Stages of the lifecycle
3. Understanding & leveraging each stage

What is the Employee Lifecycle?

HRM model that identifies the different stages a worker advances through in an organization & how to leverage each stage for the organization.



6(ish) Stages

3. Onboarding + 4. Developing + 5. Engaging
= Retention

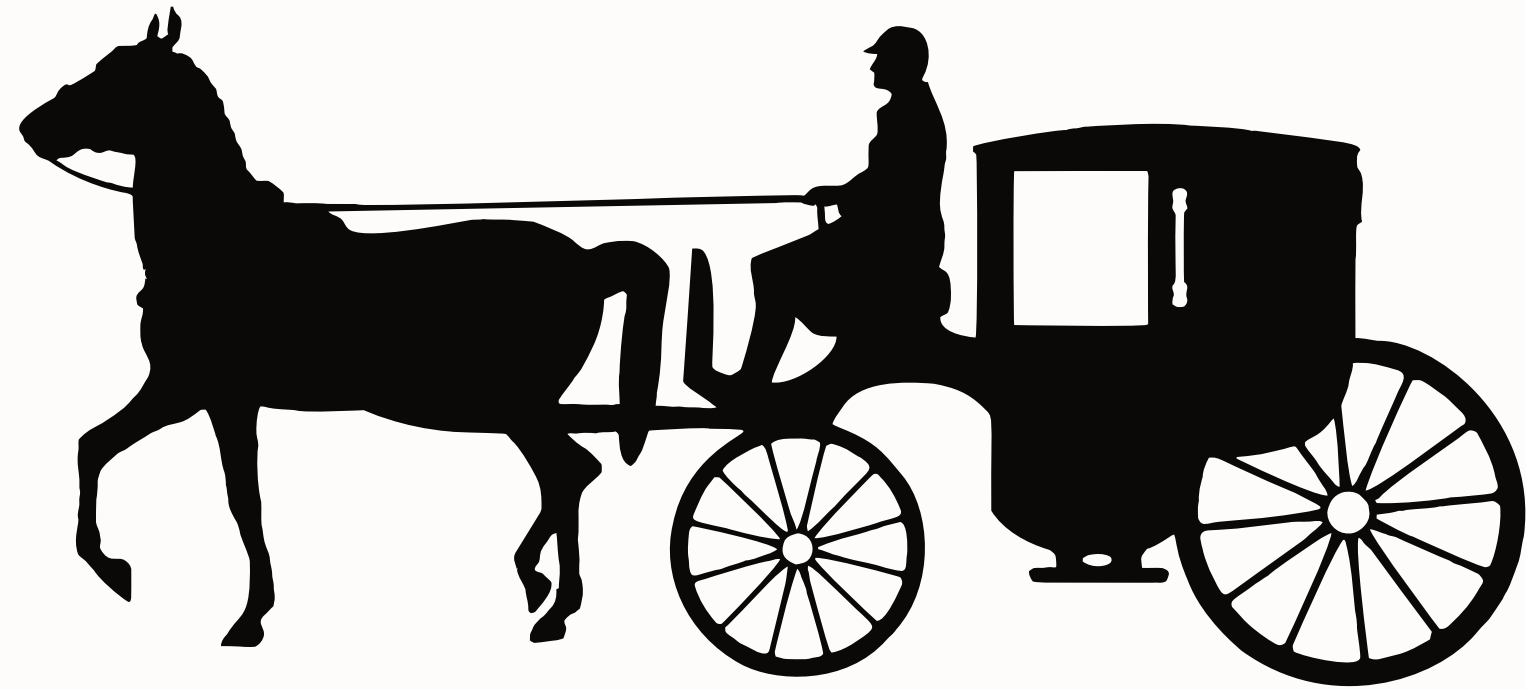




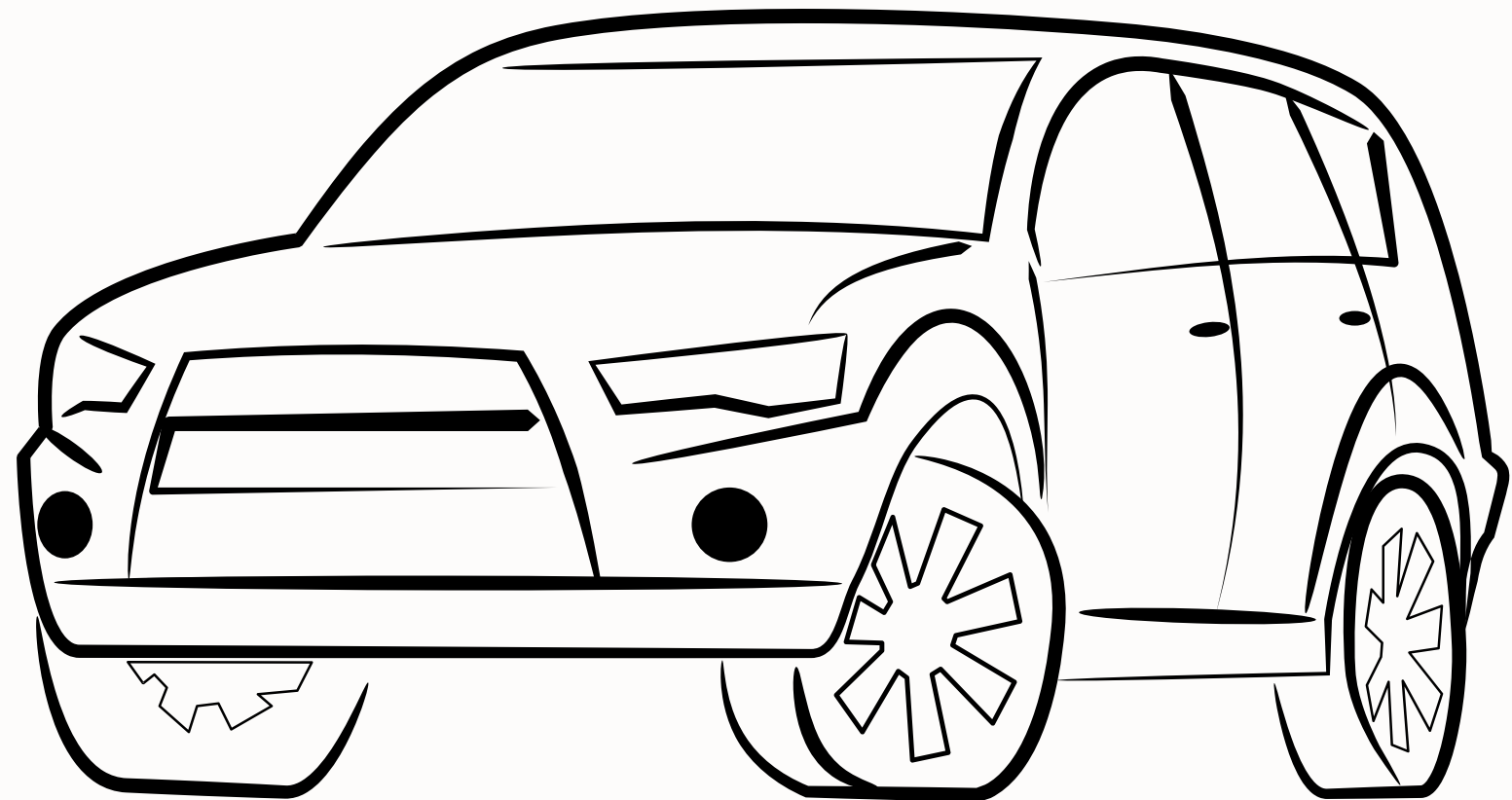
1.
STRATEGY:
workforce +
business

Strategy = objectives + action plans for gaining competitive advantage

- Workforce as part of strategy
- Talent wars - fighting for skilled employees
- Differentiate from competitors
- Attract, develop & keep talent



**What are you
focused on?
Past successes or
future
opportunities?**



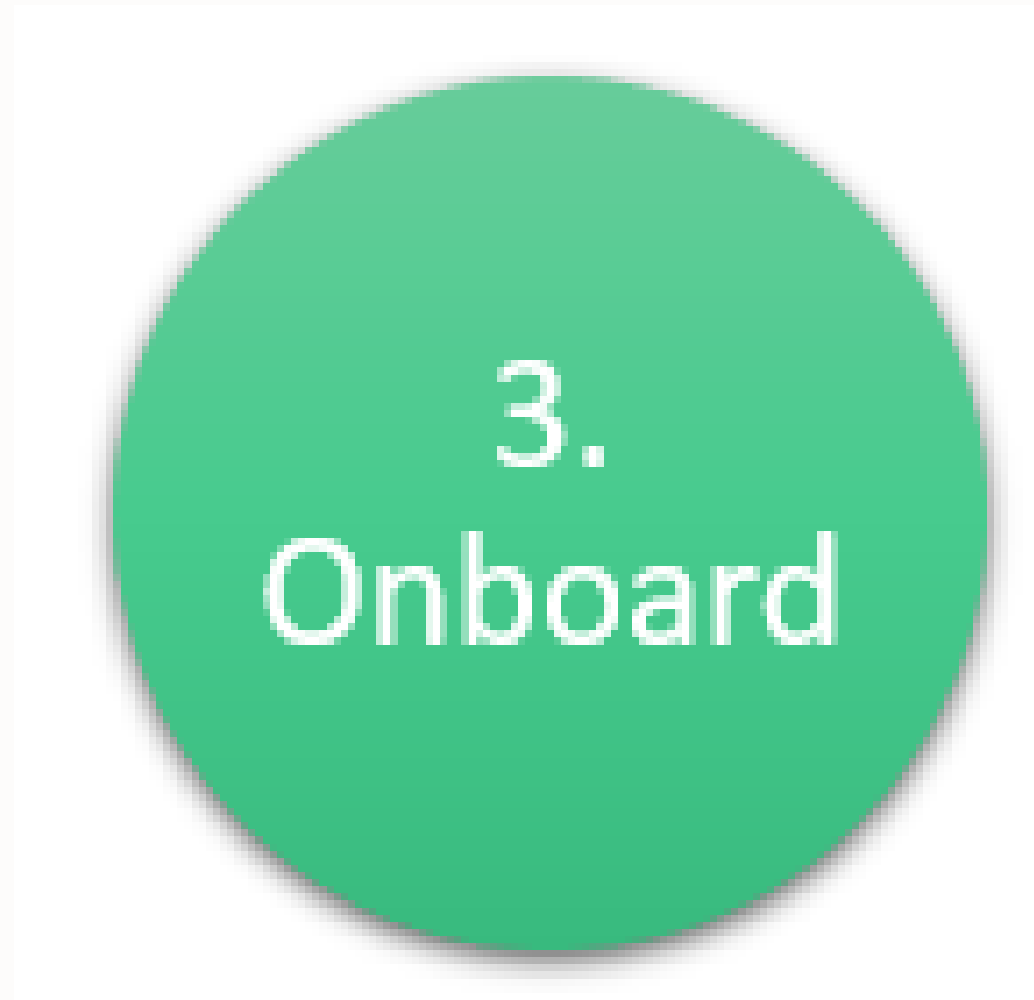
What is *your* brand?



Great Lakes Tree Experts - About Us

Attraction = process of creating interest as an employer in a competitive labour market

- What makes you great to work for?
 - compensation & working conditions
 - social responsibility
 - attract the right people - goal
- Where & how to advertise
 - social media vs newspaper
 - referrals, word of mouth, schools, customers, networks
- Select the right person
 - hiring policy
 - focus on KSAOs
 - score candidates
 - check references & credentials



Onboarding = process of integrating a new employee into an organization

- No end date, an ongoing process
- Critical for long term success, productivity
- Workplace culture
- What does it look like for your business?
 - take time to plan
 - organize the workspace
 - assign a buddy
 - training styles
 - paperwork: banking, taxes, handbook

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	A	B	
1	The welcome email checklist	Status	Notes
2	Warmly welcome them to the team	In Progress	
3	Include the starting date, time and location	Complete	
4	Provide the phone number and email of their contact person	On Hold	
5	Provide a list of the documents they should bring	Alert	
6	Include schedule breakdown of their first day	N/A	
7	Explain the dress code, if there is one		
8	Attach your company informational documents		
9	Send an email to your new employee		
10			
11	Pre-onboarding checklist	Status	Notes
12	Send out a company-wide email announcing the new hire, with their name and position		
13	Announce their start date, and which office they will be working from		
14	If possible, inform coworkers of the time and place for a meet-and-greet		
15	Make sure that the head of their department is prepared for the new arrival		
16	Define where the new employee's workstation will be		
17	Order all necessary equipment		
18	Create their accounts in the HR system		
19	Create accounts, email, and other needed accounts for the new employee (prepare a full list of all services)		

Checklist for first 90 days:

- training plan - introductions - goals - what else?

Developing = process of upgrading an individual's knowledge, skills and competencies.

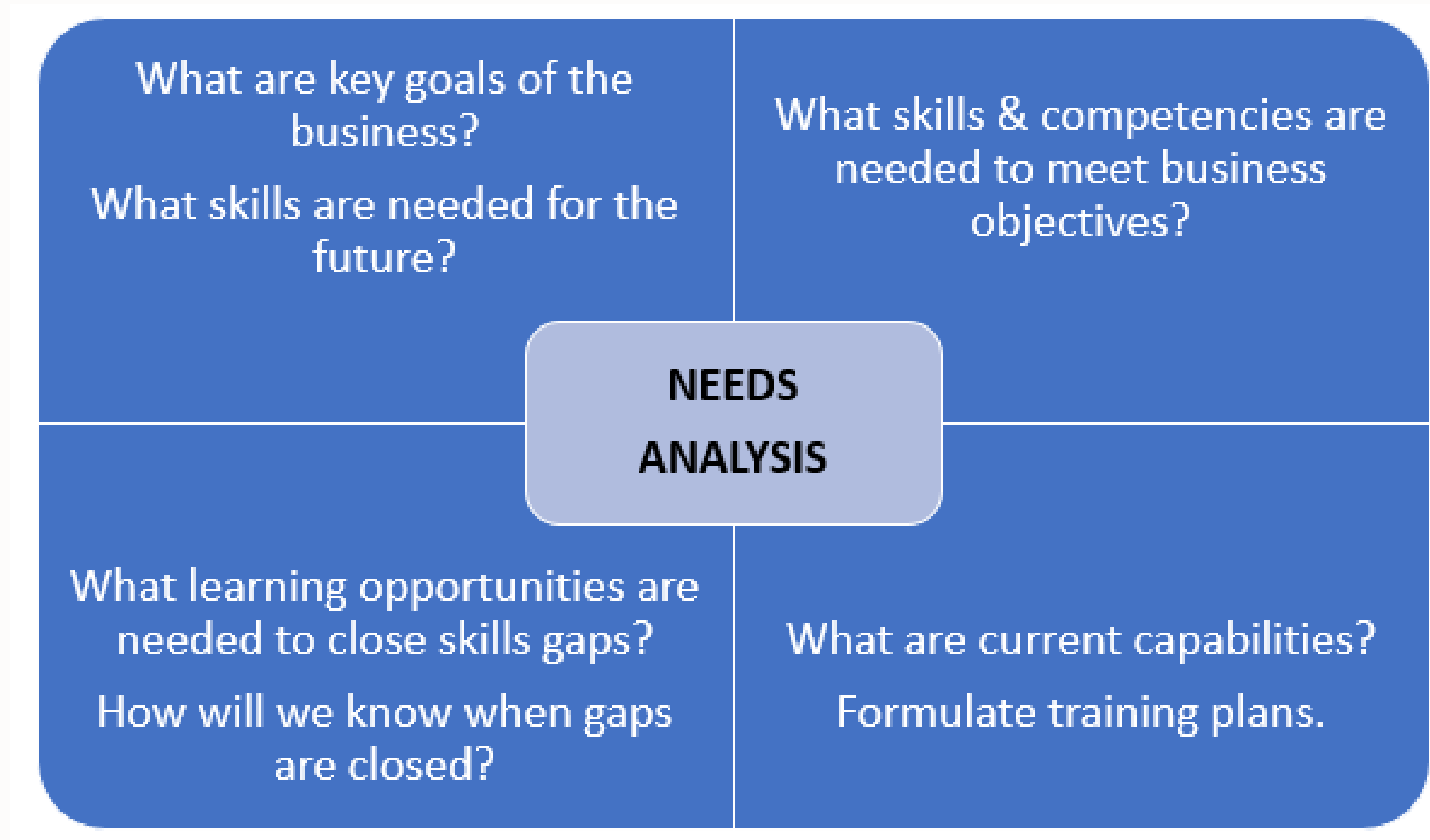


4.
Develop

- Create a culture of professional development
- Encourage external learning, reward employees
- Succession planning
- OTJ training and outside training
- Needs analysis - identify gaps/deficiencies in employee or organizational performance
 - organizational needs (organizational analysis)
 - tasks to be completed (task analysis)
 - person to do them (person analysis)

✓ ***Learning culture!***

Needs Analysis: a formal, systematic process of identifying and evaluating training needs/gaps. Measures the difference between what is currently done and what should be performed.





Engagement = the level of enthusiasm and dedication an employee feels toward their job.

- Focus energies on keeping top employees
- Keep employees happy, challenged in their roles
 - create a future career path within the company
 - cultivate positive relationships
 - open communication
 - ask for feedback & problem solve together
 - understand what motivates them

What is your company culture?

Who is driving your business?



Don't get stuck on the past!

- Workforce needs have changed
- Employees are more discerning
- Who do you want? Understand the demographic



6. Exit

Separation = the end of an employee's working relationship with a company.

- Resignation, retirement, termination, end of contract - keep it positive
- Employees may quit, with or without notice
- Exit interview: aim to improve for the future
- How it effects remaining employees
- Don't be a jerk - Wallace damages for 'bad faith'
- Terminating: be prepared
 - without cause, termination and/or severance \$
 - at end of day
 - document the meeting
 - keep it short
 - retrieve property, letter
 - walk employee out



*Where does your
human capital fit?*



Get in touch

For inquiries or anything under the sun

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