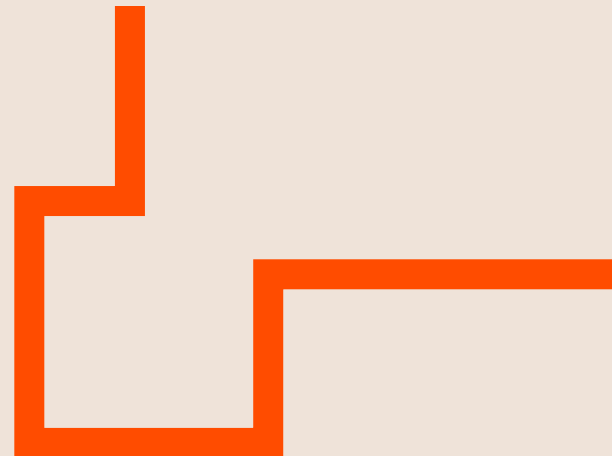




Building Healthy HR: Hiring, Retention, and Appropriate Workload

Presented by Jenny Arthur, SPHR, SHRM-SCP, MBA

November 1st, 2022





Housekeeping

- We will be emailing you the slides and recording
- Add questions to the Q&A panel
- Please participate in our polls + post-webinar survey

Agenda



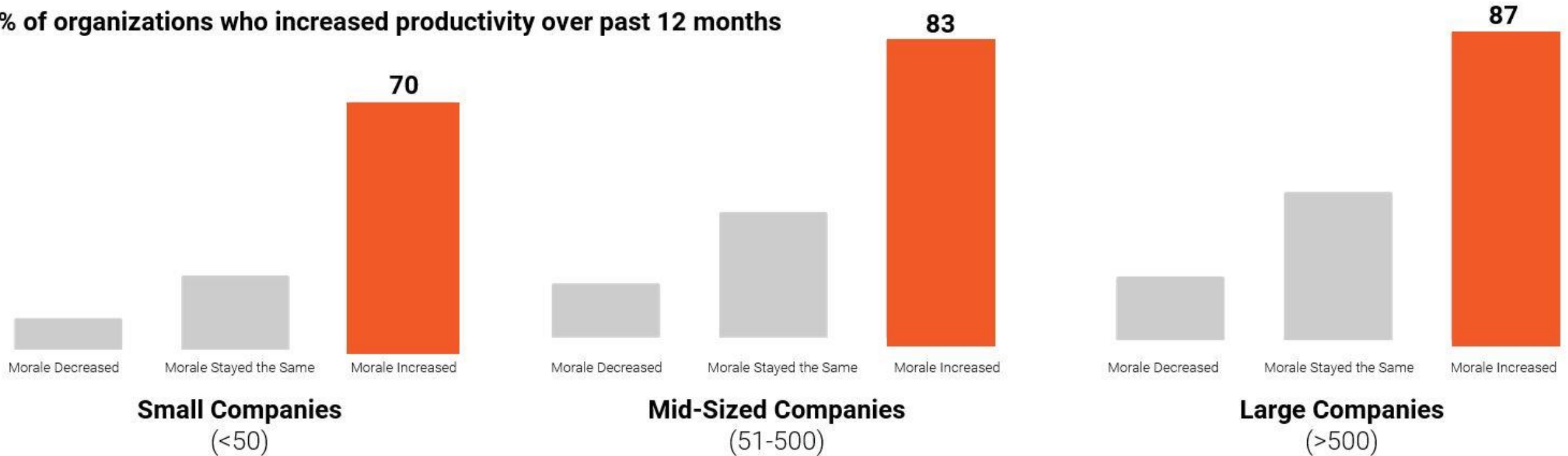
- State of HR Survey
- Ensuring an Appropriate Workload by Attracting and Retaining Talent
- Jenny's Ten Tips
- How Mineral Can Help



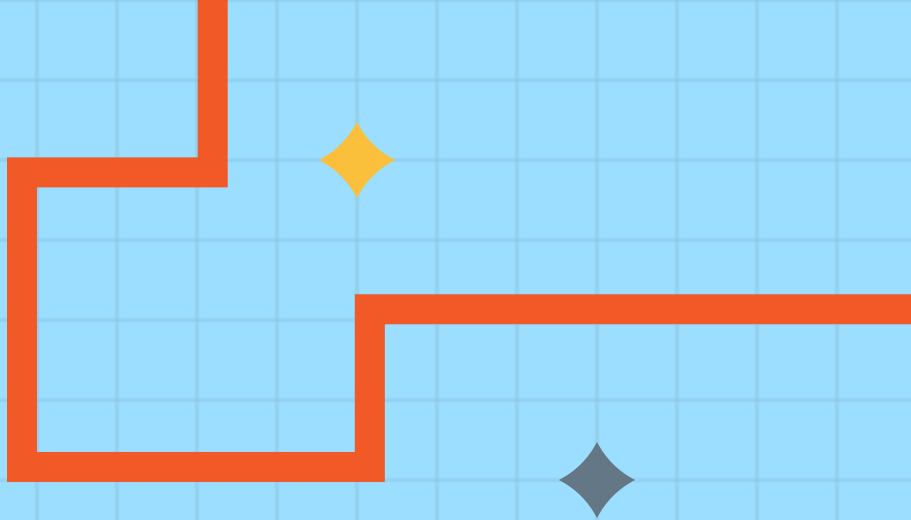
The State of HR

Organizations that increased morale saw financial benefits

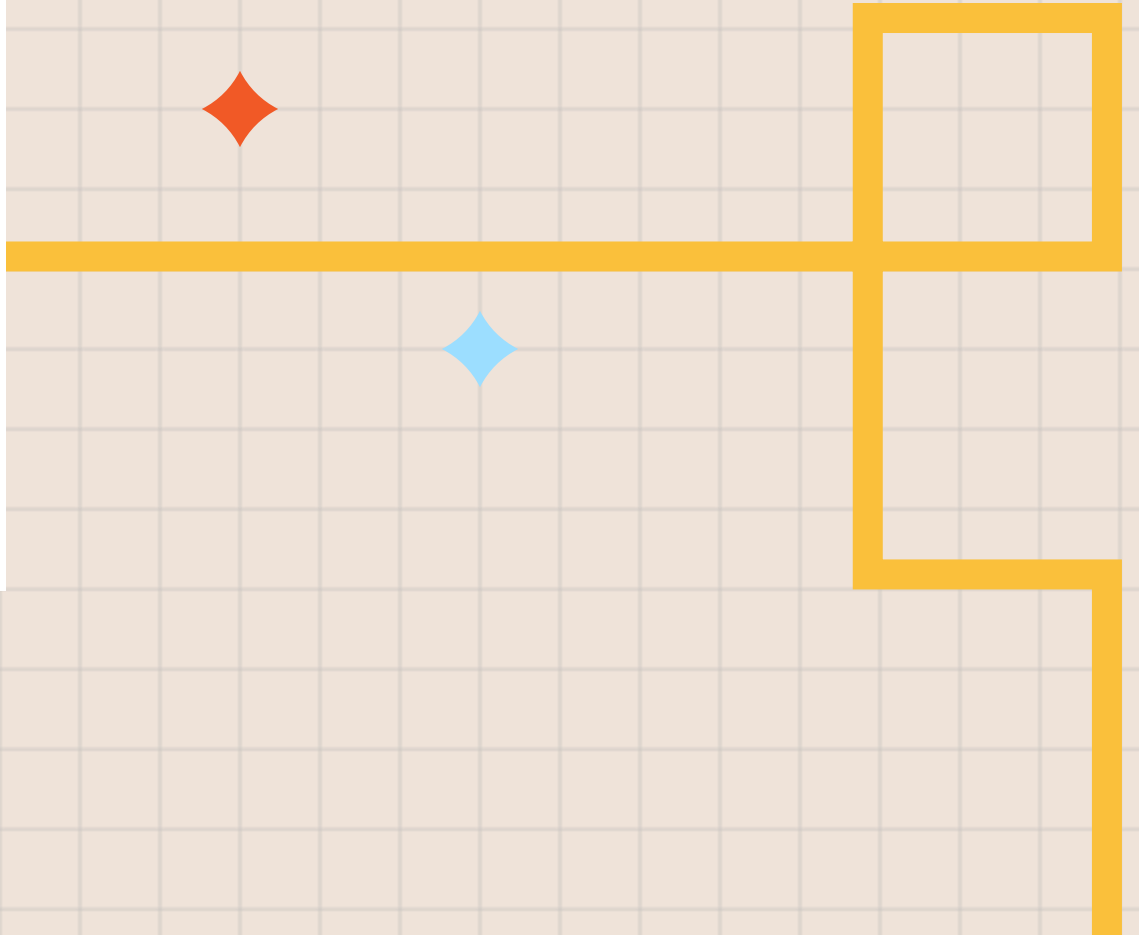
% of organizations who increased productivity over past 12 months



Healthy HR: Four Commonalities

- 
1. Thoughtful compensation
 2. Good work-life balance
 3. Potential for career growth
 4. Appropriate workloads

Appropriate Workloads



By the Numbers

Of those who agree that their operations are challenged by inability to fill open positions, **43%** have *decreased* employee morale over the past year.



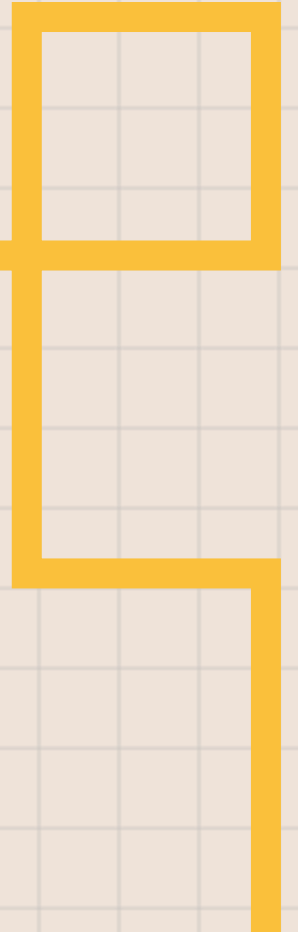
Poll Question



To your knowledge, how would
your employees rate their
current workload?

Jenny's 10 Tips

(Ways you can remain fully staffed and achieve optimal workload)





Tip #1: Write and Publish Attractive Job Postings

- The goal of the job posting is to make a positive impression on applicants, to draw them in
- Provide ample information
- Highlight why someone would want to work for your company specifically
- Analyze results of previous job posting locations



Tip #2: Be Creative with Recruiting Sources

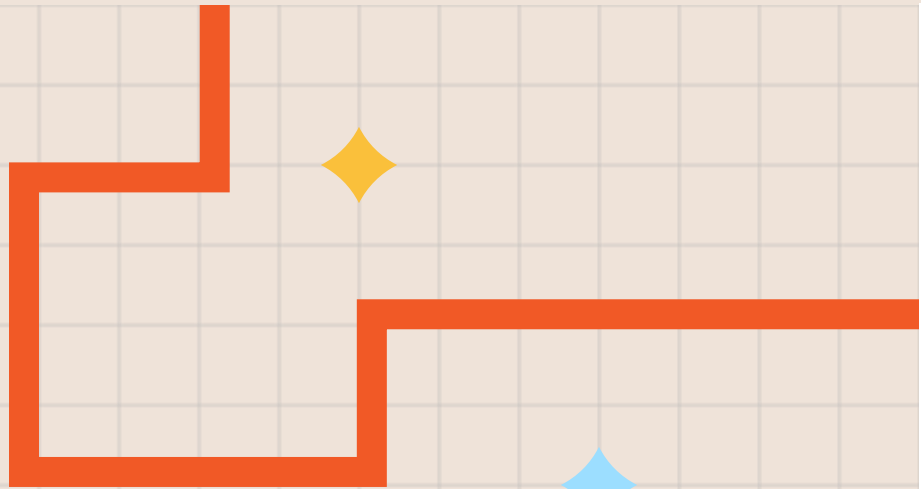
- High school kids
- College students
- Stay-at-home parents
- Parolees
- Employee referrals

Tip #3: Simplify Hiring



- Review and then work to make your hiring process more streamlined (pacing, timing, ease)
- Assess what's currently done (vs. actually necessary or helpful) during the hiring process: information obtained on applications, number of interviews and specific questions asked, application requirements including cover letters
- Ask new hires for feedback on the hiring process; refine accordingly

Tip #4: Invest Time in Onboarding



- Make your company's onboarding program a priority
- Be sure your program includes necessary tools and programs, time to review company policies, tour of company environment
- Ask newer hires for feedback on the onboarding process; refine accordingly



Tip #5: Conduct Stay Interviews

- Ask current employees why they choose to stay (likes and dislikes)
- Must have a level of trust for employees to share candid feedback. Address any fears of reprisal or retaliation





Tip #6: Conduct Exit Interviews

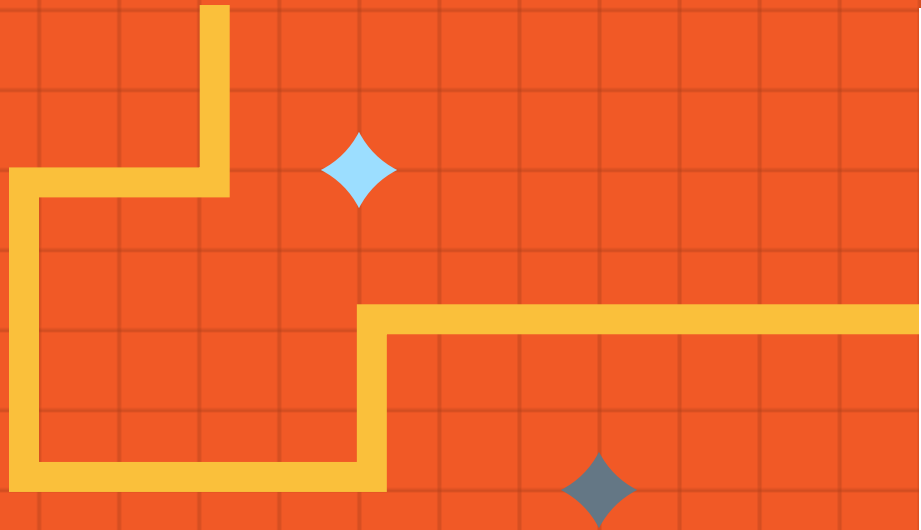
- Ask exiting employees for feedback about their departure reason and experience while working for the company
- Be willing to act on information you receive and patterns you notice

Tip #7: Invest in Cross Training

- Provides agile and quick "fill-in" resources when a department is underwater
- Great opportunity for employees to learn about different skill sets and roles within company
- Allows for company to have versatile workers who aren't limited by skills they arrived with or team they're currently on
- Increases employee loyalty



Tip #8: Reward Success



- Reward employees for good performance
- Rewards can be monetary and non-monetary
- Ensure rewards given are meaningful to recipient
- Ask employees what types of rewards they prefer in stay interviews

Tip #9: Manage Your Managers

Good managers:

- Set/communicate clear expectations
- Focus on performance
- Empower employees
- Recognize and advocate for team members
- Listen to understand what's needed for employee success
- Are empathetic and supportive
- Understand what motivates and inspires direct reports
- Correct mistakes in ways that build people up
- Have an eye for equity

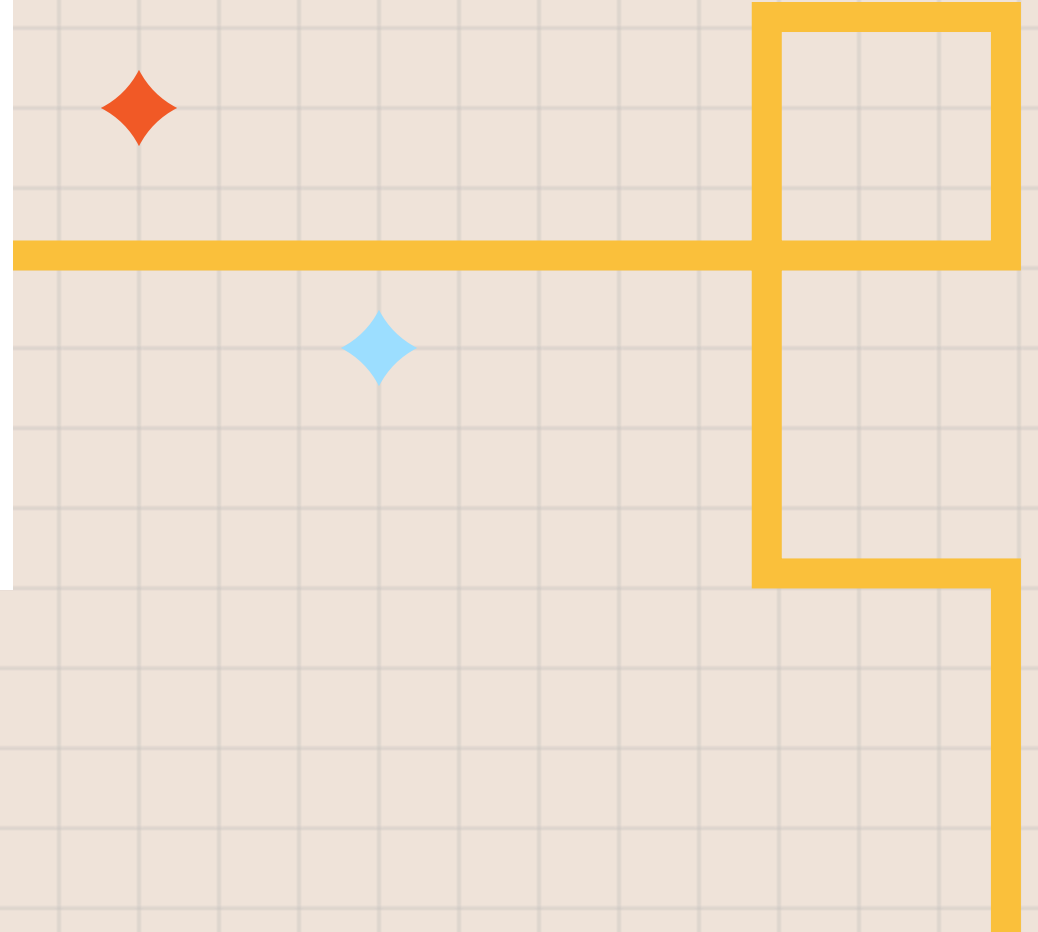


Tip #10: Provide Increased Support to Employees During Periods of Heavy Workloads



- Before periods of high activity, ensure all equipment is fast and reliable
- Remove/Reassign non-essential meetings and work duties
- Reassure employees that this period of heavy activity is temporary
- Coach other departments and managers on how they may support their busy counterparts
- When employees are working extra hours, provide help with personal services

How Mineral Can Help





Dedicated HR Expert

Power of Mineral HR Experts, led by Dedicated Guides who understand your business

- Compliance audit and plan of action
- Guidance through HR and compliance
- Quarterly review for long-term partnership
- Support from foundational to strategic HR and compliance



Get help with interviewing, onboarding, and firing – and everything in between

Foundational Basics

- Job applications/descriptions
- New hire forms
- Payroll deductions
- Workplace harassment training
- Leaves compliance and eligibility
- Performance review

Improving HR and Compliance

- Employee record retention
- Annual reporting obligations
- Exit interview program
- Commission and bonus pay
- Onboarding checklist
- Background check compliance
- Progressive discipline

Proactive and Strategic HR

- Succession planning
- Employee engagement survey
- Values, mission and vision
- Coaching managers
- Recruiting strategies
- Bias in recruiting
- Fair pay and compensation
- Employee recognition program

Guided HR Compliance

Manage complex challenges with confidence.



Dedicated HR Expert

Work with a dedicated Mineral Expert who understands your business, needs and goals for successful HR and compliance.



Smart Employee Handbook Plus

Create and maintain federal and multi-state employee handbook including e-signatures and Spanish translation.



Workplace Harassment Prevention

Assign and track interactive courses aligned to state mandates and best practices - including DE&I training.

Poll Question

Interested in Guided HR
Compliance?

Q & A Session





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