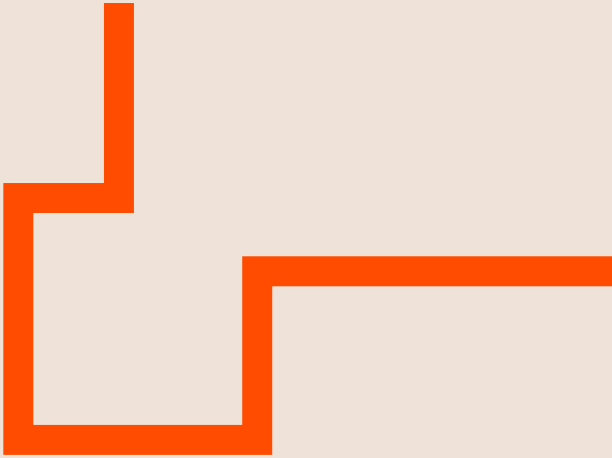


Mineral™



Building Healthy HR: Enriching Potential for Career Growth

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



October 5th, 2022

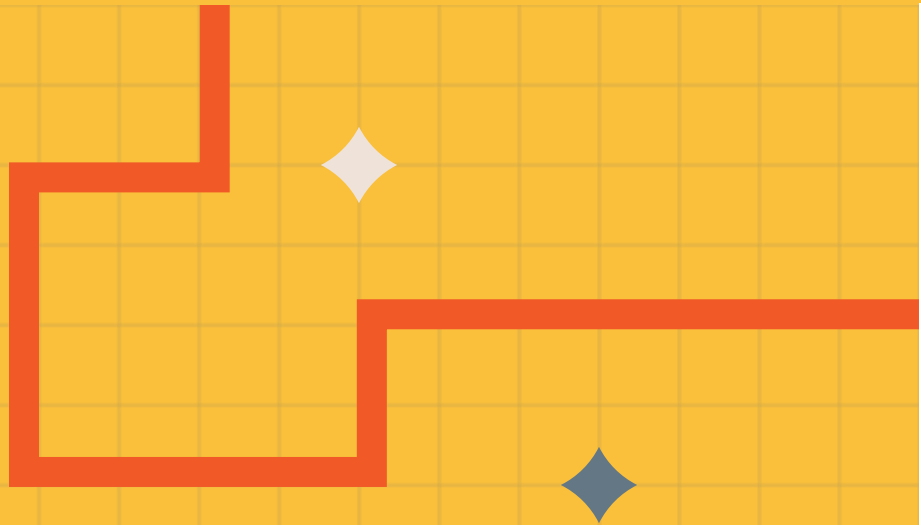


A red binder with a metal ring is open, showing a stack of papers. The top paper has a grid pattern. A yellow tab is visible on the bottom paper. The binder is resting on a wooden surface.

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



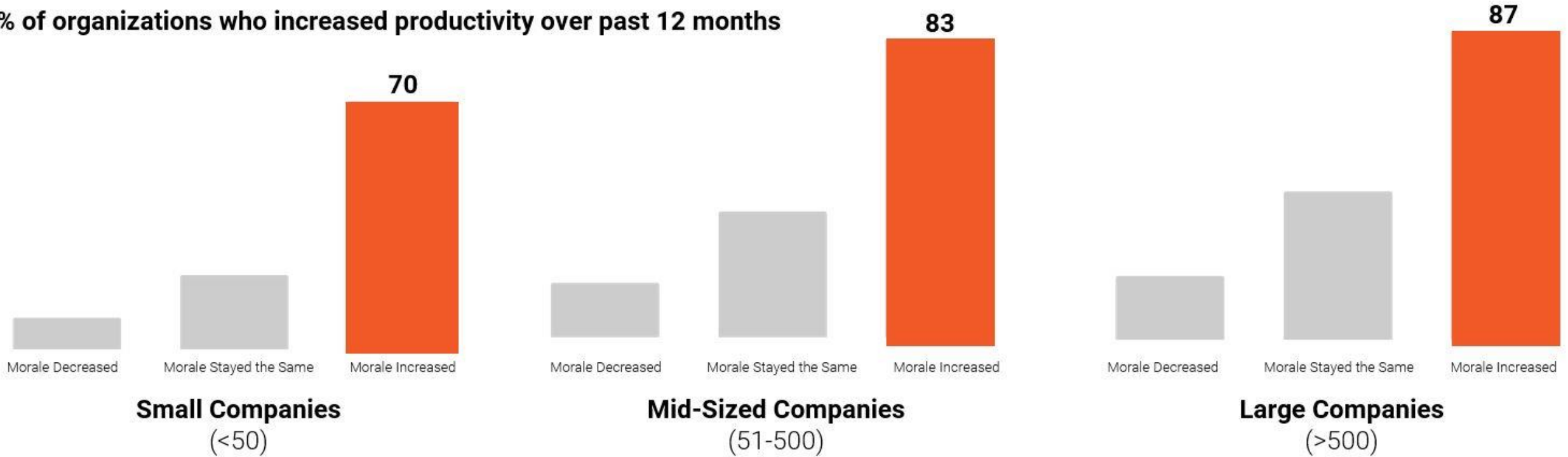
- State of HR Survey
- Enabling Employee Career Development / Growth
- Jenny's Ten Tips
- How Mineral Can Help

A close-up photograph of a person's hand with vitiligo typing on a laptop keyboard. The hand has irregular white patches on a darker skin tone. The background is a blurred office environment with another person's hands visible in the distance.

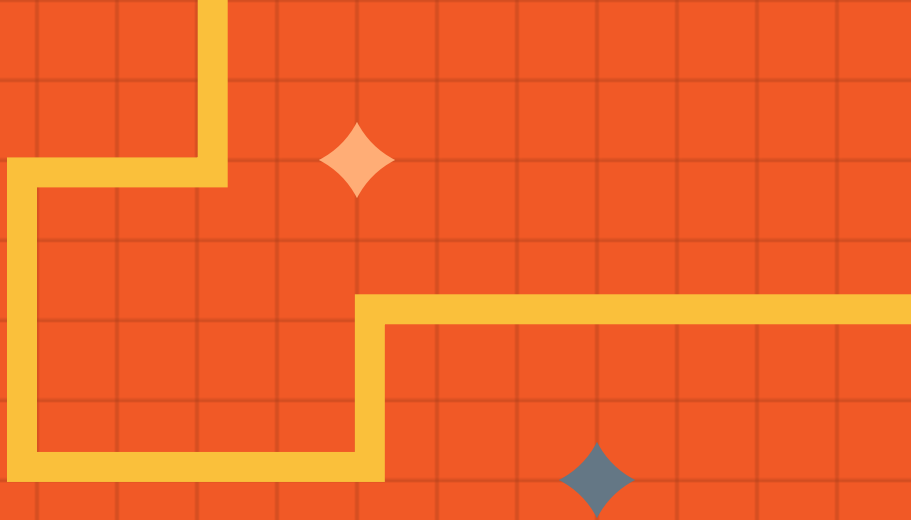
The State of HR

Organizations that increased morale saw financial benefits

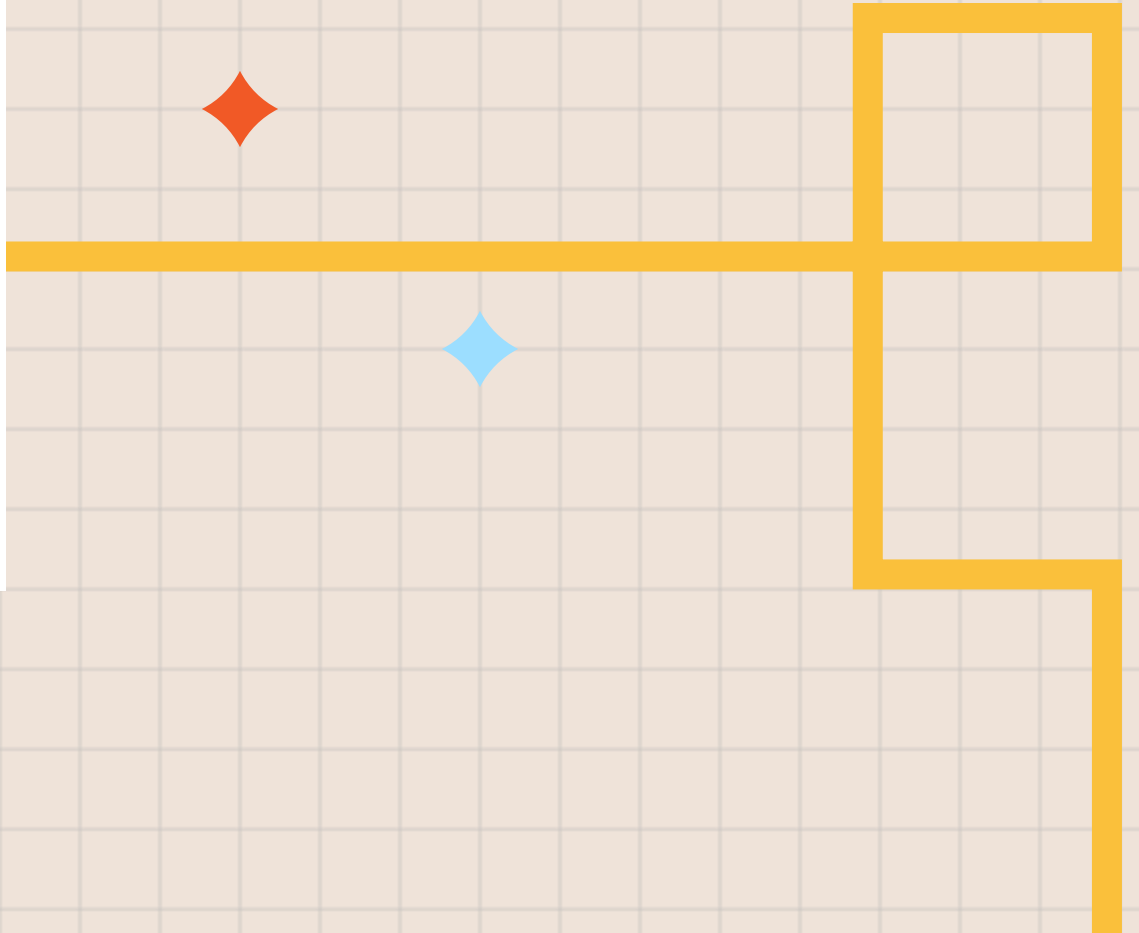
% of organizations who increased productivity over past 12 months



Healthy HR: Four Commonalities

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

Potential for Career Growth





By the Numbers

Of those who agree that their training & development programs have successfully enabled employees to transfer into new areas of the business and pursue new careers, **49%** have increased their employee morale over the past year.

Poll Question

To your knowledge, how much does your management team know about each of their employee's career aspirations?

Jenny's 10 Tips

(Ways to help employees grow and learn in their role at your company)



Tip #1: Ask Employees about Career Aspirations & Desired Training



- Encourage managers to ask employees about their career aspirations:
 - During the interview process
 - In regular one-on-one meetings
 - During performance review & goal setting sessions
- Actively involve employees in deciding where to focus the company's training and their development
- Allow training directly related to the job and also to skills above and beyond the day-to-day

Tip #2: Facilitate Prompt Skill Application

- Give employees ample time to:
 - Absorb newly acquired skills
 - Practice new skills
 - Apply new skills promptly after training

Employees can apply newly obtained skills through real world experience, role playing, mock exercises, simulations, etc.





Tip #3: Create Career Ladders

- Once you have 2-3 employees in the same position, it's time to make different job descriptions and pay ranges.

Example: Programmer I, Programmer II, etc.

- Allows transparency about opportunities for advancement or role expansion



How to Create Simple Career Ladders

Determine Spread of Money

- Determine possible lowest and highest pay for the position
- Example: Our cashiers all earn between \$13/hour - \$18/hour
- 20% - 40% spread is typical

Note:

- **Colorado** requires the pay range for all jobs to be posted in job ads.
- **California** will require this for companies with 15+ employees beginning in 2023.

Document the Ranges Internally

Cashier I \$13.00 - \$15.00

Cashier II \$14.50 - \$16.50

Cashier III \$16.00 - \$18.00

- Salary range within a pay grade is typically between 15% to 30% of the midpoint
- Salary midpoint of a grade is typically 10% to 25% higher than the preceding grade's salary midpoint.
- Maximum of a grade is typically higher than the minimum of the next higher grade creating some overlap

Communicate to Employees

- Give each employee their job description and the job description the level above them
- It's perfectly permissible to publish your pay grades
- Use caution because they may change periodically – don't publish initially until kinks are worked out
- Rather consider publishing the employee's current percentile of the pay grade
- Example: A Cashier II making \$15.00/hour is at the 25th percentile of their pay grade

Tip #4: Offer Mentoring

- Assign each new employee a company mentor who is a counterpart and not the mentee's boss
- Carefully select and train mentors
- Require mentors to schedule regular meeting times with their mentees for the first 3-6 months
- Give mentors a budget for lunches, small gifts, etc.

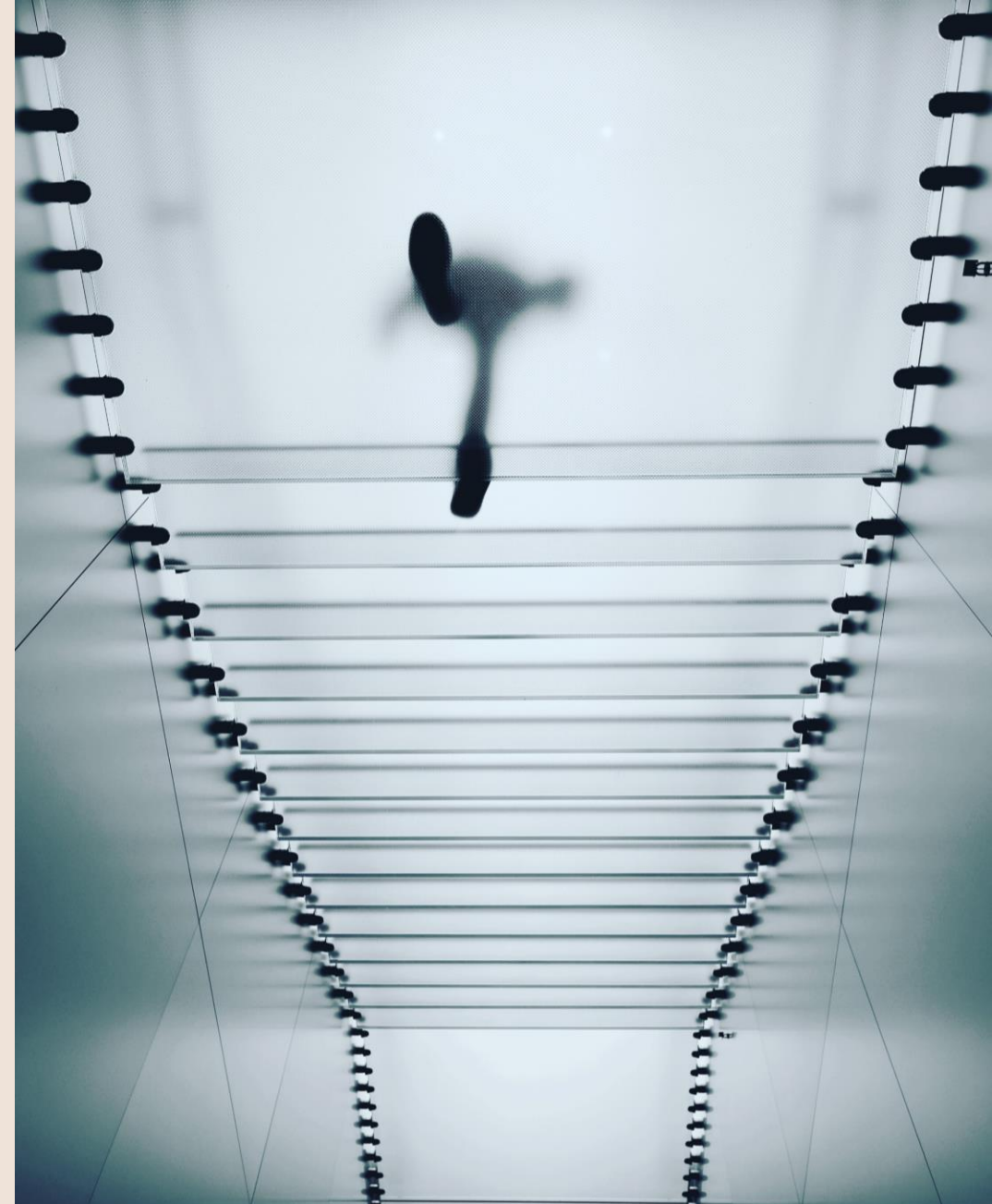


Tip #5: Don't Hold Employees Back

- Don't constrain high performing employees to current role
- Talk to employees about tangible steps they can take for development and advancing their careers
- Post jobs internally
- Celebrate promotions and job transfers

Tip #6: Don't Promote to the Level of Incompetence

- There is a tendency to think that if an employee is great in their role, they would also be great at managing others in their role
- The knowledge, skills, abilities, and experience necessary to be a great manager are *not* necessarily the same as those for the role
- Have opportunities for advancement that do not require people leadership





Tip #7: Create Unique Training Opportunities

- Job Rotation
- Cross-Training
- Job Shadowing



A photograph of two women in business attire. One woman, with long brown hair and wearing a grey blazer, is pointing at a whiteboard with a red marker. The other woman, with dark curly hair and wearing a dark blue blazer, is looking at the whiteboard. The whiteboard has some faint diagrams or charts on it. The background shows a window with a view of a building.

Tip #8: Engage Employees in Special Projects



Tip #9: Be Creative

Seek opportunities to teach and develop employees, especially those in traditionally hard to fill roles

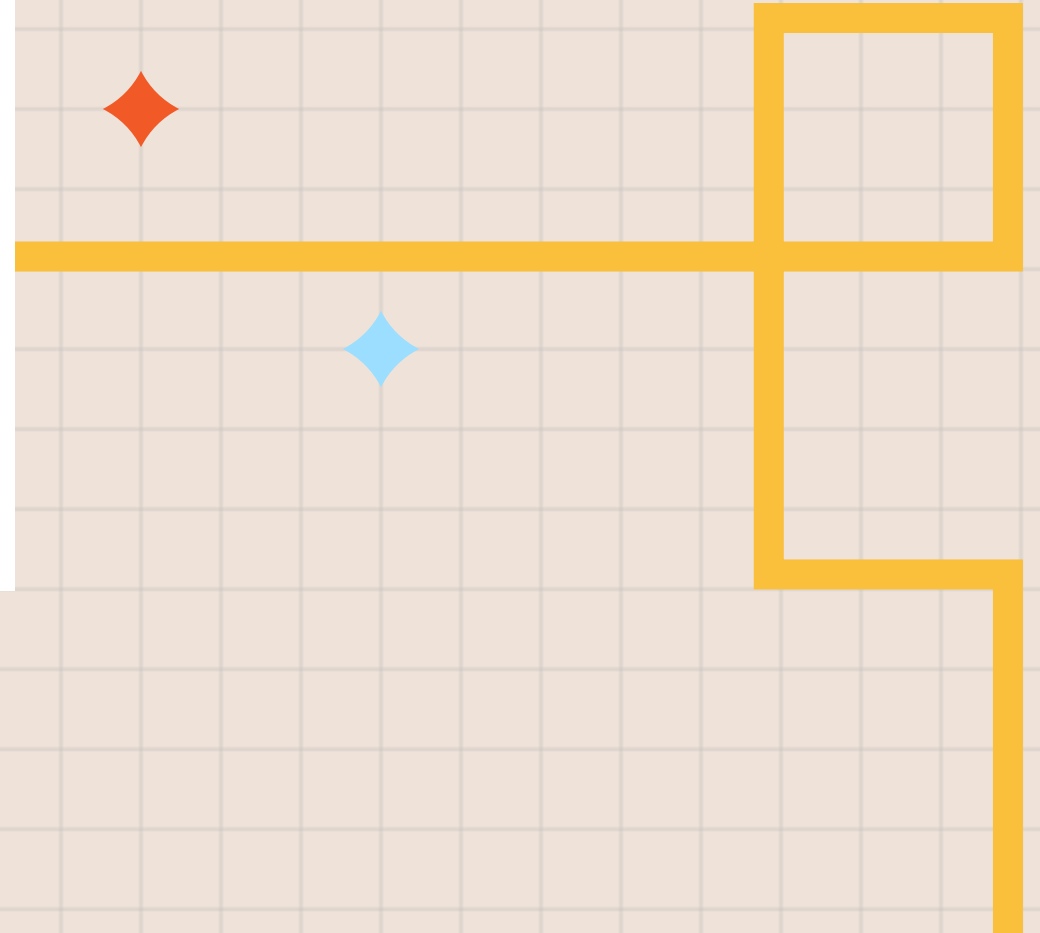


Tip #10: Inspire Employees

- Talk frequently about the company's mission and each employee's role in it
- Employees love to feel part of something bigger than themselves
- Employees may not seek to leave a role if they feel their current work is important and meaningful



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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Sign in

[Forgot Username or Password?](#)

By signing in, you agree to the Mineral [Terms of Service](#) and [Privacy Policy](#)



Login at: apps.trustmineral.com/login

Having trouble logging in?

Fill out the form on [Forgot Username or Password](#) and a member of our support staff will reach out to help answer any questions.

