There’s No “I” in Team

HR Basics When Growing from Start-Up to 20+ Employees
Agenda

Session #1
- Building an Intentional Culture
- Maintaining Compliance
- Recruiting and Interviewing

Session #2
- Hiring and Onboarding
- Managing Performance
- Engaging and Retaining
Agenda

Session #1

- Building an Intentional Culture
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This, Or... OR
Culture eats strategy for breakfast.

Peter Drucker
Values

Commitment
Respect
Community
Integrity

Joy
Pride in Work
Integrity
Positive Influence
Respect in Others and Self
Teamwork

Service
Teamwork
Innovation
Integrity
Quality
Culture Begins with You

0-5
- Identify 3-5 Values
- Tell Your Story
- Reinforce Through Communications and Actions

5-20
- Reinforce Through Communications and Actions
- Integrate into Core Processes
- Provide Feedback Aligned with Values
Agenda

Session #1

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Maintaining Compliance
Compliance Must-Have’s

- Employee Handbook
- Employee Files
- Employee Classification
Consistency!
Consistency Protects from Discrimination

Title VII of the Civil Rights Act of 1964

Pregnancy Discrimination Act

Americans with Disabilities Act (ADA)

Age Discrimination in Employment Act (ADEA)

The Immigration Reform and Control Act of 1986 (IRCA)

And……..State Specific Statutes
Handbook To-Do’s

READ it.

Know your role.

Incorporate values.
Documentation
Fair Labor Standards Act

- Minimum Wage
- Overtime Pay
- Record Keeping
- Youth Employment Standards
Minimum Wage

Federal Law → State Law → City Ordinance
Overtime Pay

All positions are covered by the Act unless you prove that the positions should be **EXEMPT** from the Act.

- Executive Employees
- Administrative Employees
- Professional Employees
- Computer Employees
- Outside Sales Employees
Employee Vs. Independent Contractors

- Company Control Over Work
- Company Control Over Finances
- Relationship Between the Parties
Job Descriptions

Exemption Testing

ADA (Requirements of the Role)

Managing Performance

Job Postings

Setting Expectations
Maintaining Compliance

0-5
- Implement (read and UNDERSTAND) handbook
- Embed values in handbook policies
- Separate and maintain files

5-20
- Ensure leaders read and UNDERSTAND handbook
- Find an employment attorney
Agenda

Session #1

- Building an Intentional Culture
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What Skills Do You Need? And When?

Leadership Team
- President/CEO
- Finance/Accounting
- Marketing/Sales
- Operations
- R&D

The Do-ers
- Labor
- Service Providers
- Operations

Specialists/Managers
- Expertise
- Structure
- Process Development
Get creative!

• What business gaps will you close with this skill?
• To what extent can you meet these needs differently (part-time employee, contractor, consultant, intern, co-op)?
• CAUTION (hiring people because you know them, not because they have the skills your business needs).
Recruiting and Interviewing

Investment ($$$ and Time)

- Job Posting
- Resume Review
- Phone Screens
- In Person Interviews
- Hiring Decision

PEOPLE*SPARK
Recruiting and Interviewing

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Recruiting and Interviewing
Phone Screens – DO THEM!

3 Simple Questions:

⭐ Why are you interested in this role?

⭐ Tell me about how your background and experience has prepared you for this role.

⭐ Schedule in-person interview.
Recruiting and Interviewing

- Job Posting
- Resume Review
- Phone Screens
- In Person Interviews
- Hiring Decision
The best predictor of future behavior is relevant past behavior.

Dr. Phil
Tell me about a time......
Use a **consistent** set of interview questions for each candidate.

Tailor the interview questions based on **job responsibilities**.

Make sure to ask questions about behaviors that align with your business’s **values**.
Listen for STAR

S = Situation
T = Task
A = Action
R = Result
Tips

- Take notes.
- Count to 12.
- Ask job related questions.
Recruiting and Interviewing

0-5

- Clearly identify skills needed
- Complete phone interviews
- Use standard interview process
- Identify core interview questions

5-20

- Implement standard interview process
- Train managers on effective interviewing and hiring
- Consistently use core interview questions.
Schedule A Call With Us.....

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Join our mailing list!

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Ways We Can Partner

- HR Assessments
- HR Online Memberships
- HR Signature Program
Thank you!