



Human Resource Guidelines

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Content



Employer 's HR Brand
Attraction, Recruitment, Retention
Employer's Toolkit
Templates
Handbook
General HR Policies
Induction , On-boarding & Exiting
Performance Management
Employer of Choice



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Objectives



- **Identify Key HR Practices**
- **Identify or Create Employer HR Branding**
- **Awareness of Legal Requirement**
- **Managing People**

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Employer's HR Brand



- Organisations can use an employer brand to help them compete effectively in the labour market.
- EB drives employee loyalty through effective recruitment, engagement and retention practices.
- All organisations have an employer brand, regardless of whether they have consciously sought to develop one.
- Their brand will be based on the way they are perceived as a 'place to work', for example by would-be recruits, current employees or employees who have exited.

Take Away – Create an Employer Brand



• Source: CIPD 2017

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Employer Branding Attraction, Recruitment, Retention



- Attraction
- How do you attract candidates to your organization
- Use of Social Media
- Your web site (Career Page)
- Linked In
- Job Boards
- Word of Mouth
- Job Fairs/Events/Networking

Take Away Legal Awareness – Equal Opps Policy



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Employer Branding Attraction, Recruitment, Retention



- **Recruitment & Selection Process**

- Standard Template (Job Description, Job Spec, Application Form /CV)
- Selection Process – Suitable Candidate
- Invite to Interview
- Interview Process
- Competency Based Interview Process
- Candidate Selection
- Offer Process

- **Take Away - Legal Awareness**

- **Equal Opps Policy**
- **Recruitment Record Retention & Data Privacy**



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Employer Branding Attraction, Recruitment, Retention



- **Retention of Employees**

- Induction & On-boarding Process
- Performance Management Process
- Clear Communication Channels
- Talent Management & Career Planning
- Training Investment (e.g. Modern Apprentices)
- Training analysis

**Take Away – Keep processes Simple & Apply
Consistently !**

Identify Training Funding Availability



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Employer's Toolkit



- Examples Standardised Templates
 - Application Form
 - Interview Pack
 - Contract of Employment & Offer Letter
 - Employer Handbook
 - Induction Checklist
 - Performance Management Template
 - Absence Management Template
 - Exit Interview form

Take Away – Employer Standards/Brand

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Employer's Toolkit



- HR Policies & Procedures (Examples)

- Recruitment Policy
 - Applies consistently
 - Equal Opportunities Policy
 - Raises understanding of 9 Characteristics
- Redundancy Policy
 - Include up to date practices – Protected Conversation?
- Grievance & Disciplinary Policy
- Sickness Absence Policy
- **Take Away – Reduces Legal Risks – protects Employer and Employee**

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Induction, On-boarding & Exiting



- Induction
- Check List
- Health & Safety , Org Charts, Policies, Processes, Employee Details
- Meet & Greet Process
- Onboarding
- Follow up with individual employee during first 3 months of employment
- Exiting
- General Leavers Checklist, IP, Confidentiality Agreements, Equipment, Business Cards
- Redundancy or Individual Settlement Agreements

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Employer of Choice



- Employer Brand
- Attraction, Recruitment & Selection Process
- Employment Contracts & Starter Packs
- General HR Policies
- Induction & On-boarding
- Compensation & Benefits – Best in Class Employer
- Managing Performance
- Return on Investment

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Q & A



Thank You For Your Participation

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