THE H/R PROCESS

The Search
- Define role/job description/salary (the seat in the accountability chart)
- Decide search medium
- Begin search
- E-mail blast to sphere/peers

Interviewing
- Screen résumés
- Initial interview/profiling tools
- 2nd interview
- Check references
- CEO interview

Hiring
- 8-hour on-the-job trial
- Decision
- 90-day trial

Orientation
- H/R policy/review employee manual
- Benefits review/forms
- Job training
- CEO orientation (company story/core ideology)

Quarterly Conversations
- What's working, what's not?
- Review the 5-5-5™/People Analyzer™ (RPRS)
- Review LMA questionnaires
- Delegate and elevate opportunities
- Update accountability chart if necessary

Annual Reviews
- Manager fills out People Analyzer™, including GWC in preparation for the review
- Document the review and have it signed by all parties
- File the review with the H/R department

Termination
- 3-strike system (30-30-30)
- Terminate upon 3rd strike
- Contact legal counsel
- Meet with employee/have H/R present
- Exit interview
- Document termination and have it signed by all parties