

10
TOP
HR
TIPS

2019
EDITION

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10 Top HR Tips

1. Communication

Employees like to know what is going on, they like to hear where the company is going and speak to their manager. Yes you can over share by giving them too much information, such as financial problems so consider what you should tell them and be consistent.

2. Boundaries

Everyone needs boundaries and employees will thrive when they know what they can and can't do. If it isn't written down in policies, procedures and an employee handbook each manager and employee will create their own methods.

3. Recruit the right people

It is so easy to recruit someone you like rather than the right person for the role. You are recruiting them to do a role you either don't want to or can't do. So make sure you have a good process.

4. Get the onboarding right

You have recruited the right person, but without setting their induction up correctly, putting training into place and a buddy this often fails. So many times an employee is shown around, given a desk and a talk from their Manager...then left alone. You need to plan the whole three months to bring them up to standard otherwise all that time and money is wasted and you have to pay out for it again.

5. Meet with employees regularly and listen to them

One to one's are so important. This isn't just walking up to them and asking if they are alright. You need to set time aside to catch up with them away from their desk. It can be for 15 minutes once a month, but the employee will know they have a specific time with you. Warning the first meeting maybe five minutes as the employee will not know what to say but it will improve.

6. Do not ignore poor performance

We have all been there, you have someone that is not performing and you just want them to improve or leave. Unfortunately it doesn't work that way. You have to do something about it. Otherwise the employee takes control of the relationship and you will lose respect from your other employees.

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7. Document

You need to document things. They don't have to be lengthy, but evidence and facts are so important when dealing with employees. There is nothing worse than being told you have done something wrong and no facts.

8. Succession Planning

It is so easy to focus on the day to day work, but have you thought about what you would do if a key employee left, who would take over? It is so easy to plan ahead, train or recruit someone that can move into that role. Employees are keen to see that there is a development plan and a future in the company.

9. Appraisals

Manager's hate doing this, they worry about the preparation time, the employee will talk too much or too less. The employee is often concerned as they may be told they are not performing. Appraisals are about no surprises. It is a change for the employee to talk openly for a period of time about themselves, their career and ideas.

10. Set objectives

When you set objectives it can be so easy to just document them and file them away. You need to make them measurable and discuss them every month. The employee will see their progress and you can identify any training or if any changes have to be made due to business demands. There is nothing more demoralising for an employee to reach the end of the year and see that they have not achieved, especially if a bonus is related to them.