

RETENTION OF THE NEW ENTRIES INTO THE WORKFORCE

You finally have a new person to fill that role which has been vacant for 3 months. Now let's talk about how you keep the role filled! There are 3 key elements to keeping a new entry employed in your company. You need to offer at least 2 of the following 3. Do this and you have a better opportunity of keeping that person you just hired.

COMPENSATION

Employees want to be fairly paid for work they do. What's fair? That, dear employer, is left up to the mind of the employee. However, if your newbie is with you it might suggest they feel the salary for which they agreed to come is fair. This may change though when the employees start researching what other organizations, especially bigger players pay for the same job.

How do you get around this? You don't! What you do though, is show individuals how their pay will improve. Perhaps it is by working approved overtime, perhaps it is taking on extra assignments or perhaps you have regular quarterly or yearly increments. And oh, by the way, follow through on what you say you will do!

CAREER ADVANCEMENT

Some people expect to move up the ranks quickly, others don't. It is best to ask your new hire their expectations within your firm and then to show them how this can be accommodated. Many of the younger generation will come to you with one thought in mind. "How can I gather the experience I need to move on to the next level?"

What do you do about this? You help them by showing your new hire a path forward, if there is one, and how long it will take. Timelines are important to the younger generation, not so much to the older generation. Do be honest. It's fair to them and it is fair to us.

MEANINGFUL WORK

Often the new employee gets the "joe jobs" or the "jane jobs". The stuff that has to be done that nobody likes doing. It goes without saying that these jobs need to be done. However, rather than saddling your newcomer with all these jobs perhaps there is a way they can spend some of their time in meatier types of roles.

Everyone wants to feel they contribute to the success of the organization. The challenge is answering phones, entering client names in a database or stuffing envelopes, although necessary and an important addition to the bottom line, the person doing these tasks does not always feel like they are contributing.

Your job, Mr. or Ms. Employer, is in helping the new employee see his or her value to the company by offering opportunities to do what they see as meaningful. How do you do this? Outline the

project and ask your new employee what he or she believes they can contribute and then get them to be part of the overall team. Match the skills and the work to the best of your ability.

There you have it! These are 3 of the most valuable opportunities to retain your staff. If you want to keep these new hires implement a minimum of 2 of the 3 and you will have a much better chance of retention.

If you would like more information on how to implement this concept in your organization and improve your bottom line, contact Sherry Knight at (306) 586-2315 or email her at sherry@dimension11.com.

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SHERRY'S RETENTION BOOSTER

This diagnostic tool will help you diagnose the retention capacity of your organization by examining your rewards system, advancement structure and meaningful work experiences. With this information a plan can be developed to help you increase your retention.

Simply rate your organization by answering "Yes" or "No" to each question. For every question you answer "Yes" to, give 1 point. Write your total score for each individual section in the "Total" row. Your responses will allow us to help you assess the nature of your retention capabilities right now.

REWARDS

1. Pay on par or above market (benefits excluded – only direct compensation) _____
 2. Flex time and/or telecommuting opportunities _____
 3. Show genuine interest in the environment _____
 4. Organization is involved in community well-being and activities _____
 5. Regular workplace social gatherings and functions _____
- TOTAL _____

ADVANCEMENT

1. Show the new hire a concrete career advancement timeline _____
 2. A measurable and attainable plan for people to increase their income _____
 3. Opportunities for skill development to take employee to the next career level _____
 4. Employees know what is needed to move to the next level _____
 5. Organization's brand name is highly respected within industry _____
- TOTAL _____

MEANINGFUL WORK

1. Work is relative to education and skillset to employees _____
 2. Daily tasks utilize employee's skills and knowledge _____
 3. Non-toxic environment, no bullying or harassment issues _____
 4. Employees have the opportunity to be involved in projects that interest them _____
 5. Allow people to work independently or in teams _____
- TOTAL _____