



HR: New Employee Hiring, Orientation, & Performance Review

Category: Advanced Management	Identify and implement effective processes to attract and hire new employees.
Course Length: 2 Full Days (16 hours)	Accurate job descriptions writing skills are shared and current job descriptions evaluated, amended, or created. Included are the key skills, prior experience, education, values, and other characteristics and traits required to excel in each role.
Facilitator: James Desrosiers, M.M.	Key interview questions are developed for each job and we role-play mock interviews to improve comfort levels.
Materials: \$50 per participant	From the new and effective job descriptions, we create initial SMART goals for each job that lead to performance reviews. All forms for job descriptions, goal setting, performance management, and performance reviews are provided and customized.
Cancellation Policy: 10 Business Days and Before Assessments	
Minimum Number of Students: 1	Employee onboarding is optimized to include a New Employee Checklist that identifies what needs to happen before an employee arrives (ordering business cards, setting up phone and email, etc.), on the first day (company tour, meeting the team, HR paperwork, etc.) , the first week and first month activities, tasks, and training. Orientation material is created to include the company's origin and history, values, culture, employee handbook guidelines, employee expectations, and internal processes.
Maximum Number of Students: 200	We explain the Employee Curve, a phenomenon that always occurs from the first day excitement through the reality of company real-world ups and downs and customize how to minimize the downward motivation and productivity of new hires.