

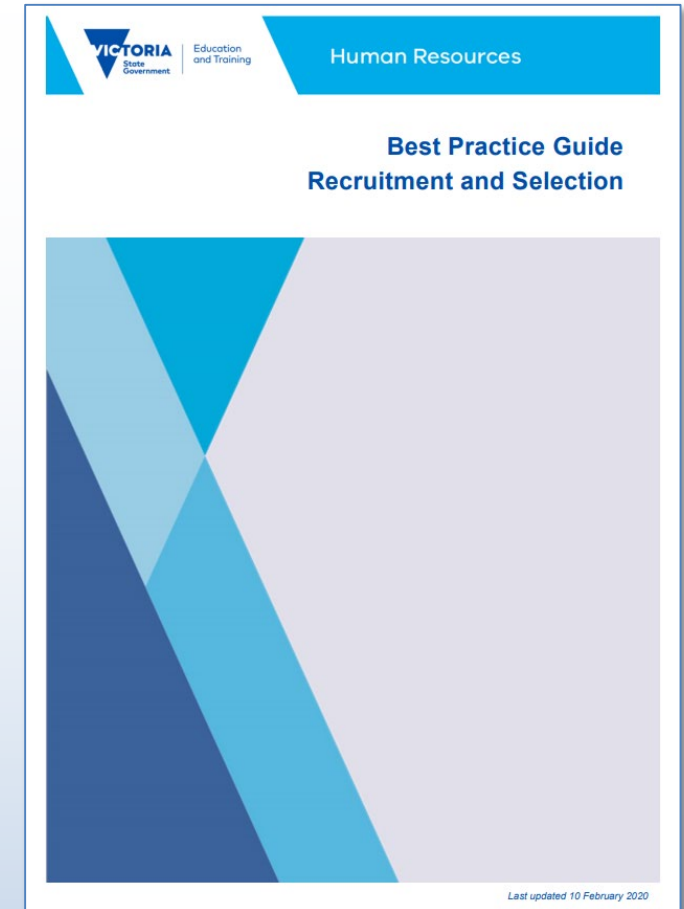


Other HR Best Practices

Best Practices - Recruiting

Many governments are locked in antiquated systems and outdated processes that stand in the way of bringing in the best and brightest (Barrett & Greene, Governing.com, 2016)

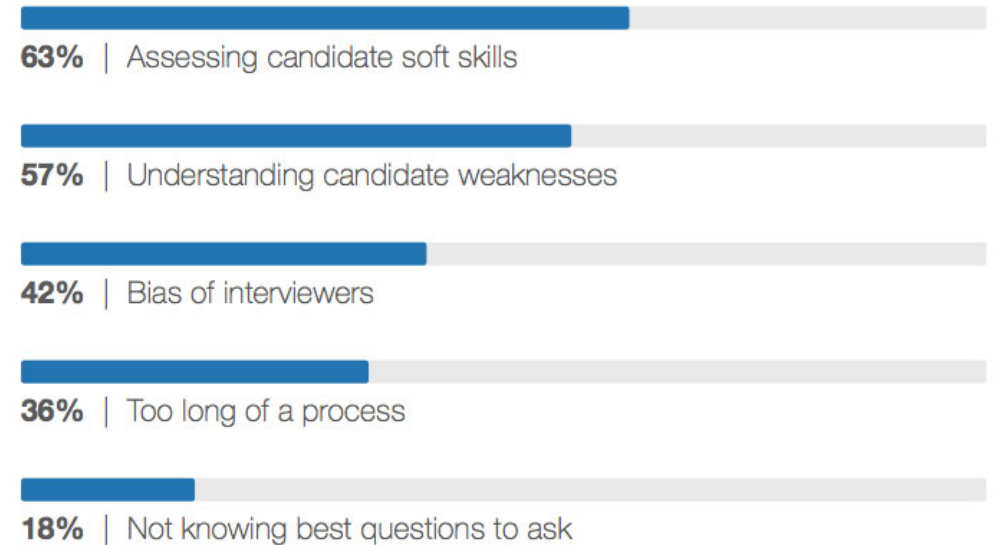
- Continuous workforce planning
- Loosen civil service requirements
- Define career pathways for new types of positions
- Broaden recruiting footprint (physical, cyber, 2nd/Encore careers)
- New efficiency tools – data analytics, texting, AI, chatbots, etc.



Best Practices - Interviewing

- New tools
 - Video
 - Soft Skills Assessment
 - Meeting in Casual Environments
 - Trial Period of Employment
 - Virtual Reality Assignments
- E-portfolio vs. resume
- Behavioral interviewing to assess character... not skills

WHERE TRADITIONAL INTERVIEWS FAIL



Source: LinkedIn

Best Practices - Onboarding

- Onboarding vs. orientation

TYPICAL ORIENTATION	ONBOARDING
Transactional focus and goals	Strategic focus and goals
Less than one week	Includes first year
Owned and executed by human resources office	Integrates multiple offices, functions and individuals
Addresses some new employee needs	Addresses all new employee needs — from information, equipment and accounts to training and networking
Employee attends	Employee is active participant with vested interest in success
Yields new hires with completed paperwork and some general information	Yields successful first year for new employees — maximizes employee engagement and retention

Source: Booz Allen Hamilton

Best Practices - Onboarding

- Make first day on the job special
- Design and implement a formal orientation program
- Create and use written onboarding plans
- Ensure programs are participatory and interactive
- Keep “onboarding” new employees over the course of weeks, months, even years
- Monitor employee progress at important milestones like 30, 60, or 90 days
- Use technology to empower both new hires and those onboarding them
- Anticipate employee questions
- Positions dedicated to on-boarding task