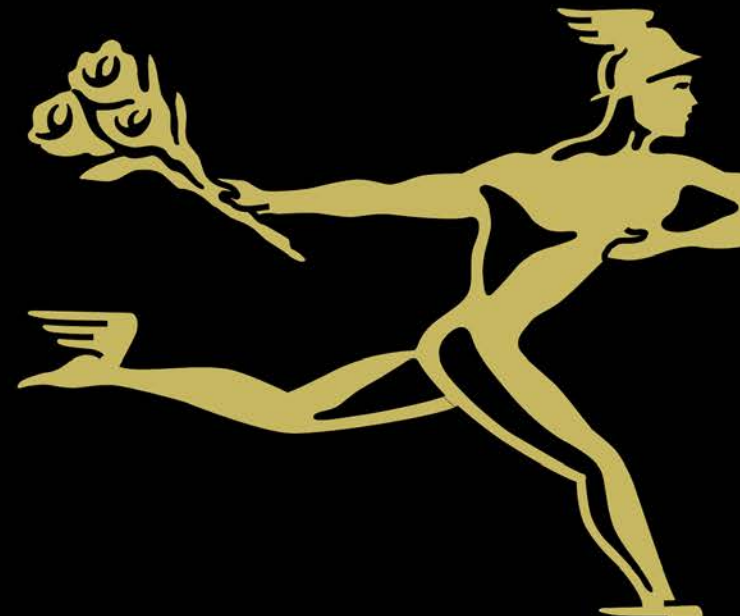


Hire Employees Every Day of Their Career

Glenna Hecht

December 6, 2016



As a result of this session you will learn:

- Employee Engagement
- The Interview Process
- Team Success Model
- Completing Necessary Paperwork
- Stages of the Team
- The Role of the Manager
- Three Key Take Aways!





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Employee Engagement

Engagement—the state by which individuals are emotionally and intellectually committed to the organization:

- Say**: Consistently speaks positively about the organization.
- Stay**: An intense desire to be a member of the organization.
- Strive**: Exhibits behaviors that contribute to business success.



Levels of Employee Engagement

Engaged employees work with passion and feel a profound connection to their company. They drive innovation and move the organization forward.

Not engaged employees are essentially “checked out.” They’re sleepwalking through their work day, putting time—not energy or passion—into their work.

Actively disengaged employees aren’t just unhappy at work: they’re busy acting out their unhappiness. Every day, these workers undermine what their engaged co-workers accomplish.

Source: Adapted from “Engaged employees inspire company innovation.” (2006, October 12). Gallup Management Journal, <http://gmj.gallup.com>





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The Interview Process

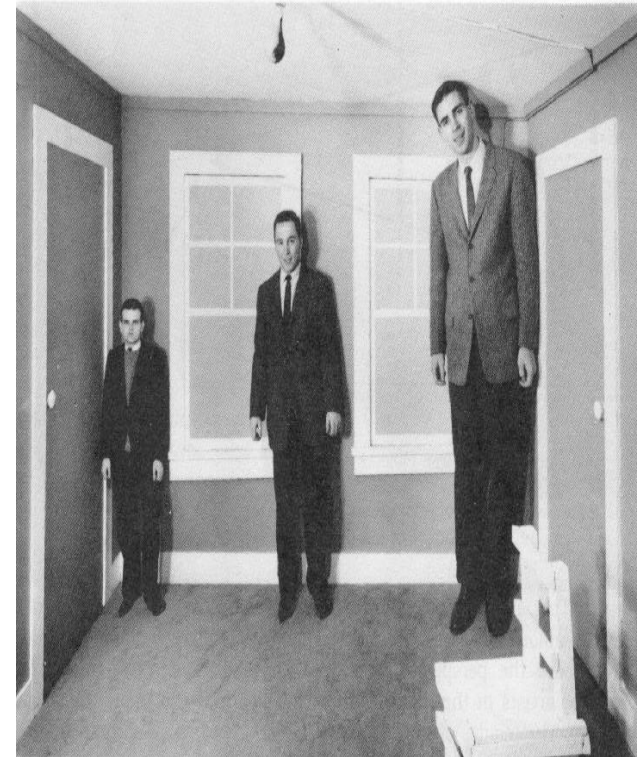
What is the correlation between hiring and performance?



Why is the interview so important?

- 40% increased productivity from operations high performers
- 40% increased profits from management high performers
- 67% increased revenue from sales high performers

McKinsey Study



*You never get
a second chance
to make a first
impression.*

© 2004 by [QuoteZone.com](http://www.QuoteZone.com)

How would you describe your first
impression?



The Interview Process



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The Interview Process

If this were so, what would you do?



You would...

- Know what you are looking for...communicate the role, expected and acceptable behaviors, career path, etc.
- Give your full/undivided attention.
- Spend time even if they are not the right person for the job.
- Recruit versus interview; sell your brand and the uniqueness of your company.
- Give them a sample ...
- Other ideas?



Remember!





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The First Day - Onboarding!

What is your goal for their first day of work?



How do you create this experience in your organization?



The First Day – Wow!

- Personally greet the new employee at the door.
- Put up a welcome sign with the employee's name on it.
- Introduce him/her to their coworkers.
- Identify an onboarding ambassador to help transition the new employee to your organization and culture.
- Identify a mentor to teach the job functions.
- Clearly communicate topics that impact team success.
- Consider onboarding software to take the drudge out of paperwork.





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Team Success Model

Communicate During Onboarding Session



Company Code of Honor, Mission and Expected and Acceptable Behaviors

- We do what we say we will do.
- We have each other's back.
- We make a difference in people's lives.
- We don't jump to conclusions. We ask questions before responding.
- We trust each others motive.
- We honor those who are not present.
- Yours?





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Completing Necessary Paperwork

What Paperwork is required?

- I 9 form completed within first 3 days
- W4 (federal and state)
- Direct deposit form
- Workers compensation notification
- Benefit information, depending on size of company

The importance of a handbook

- Communicates standards and policies
- Offers guidelines for the employee
- Protects the company in unemployment and litigation



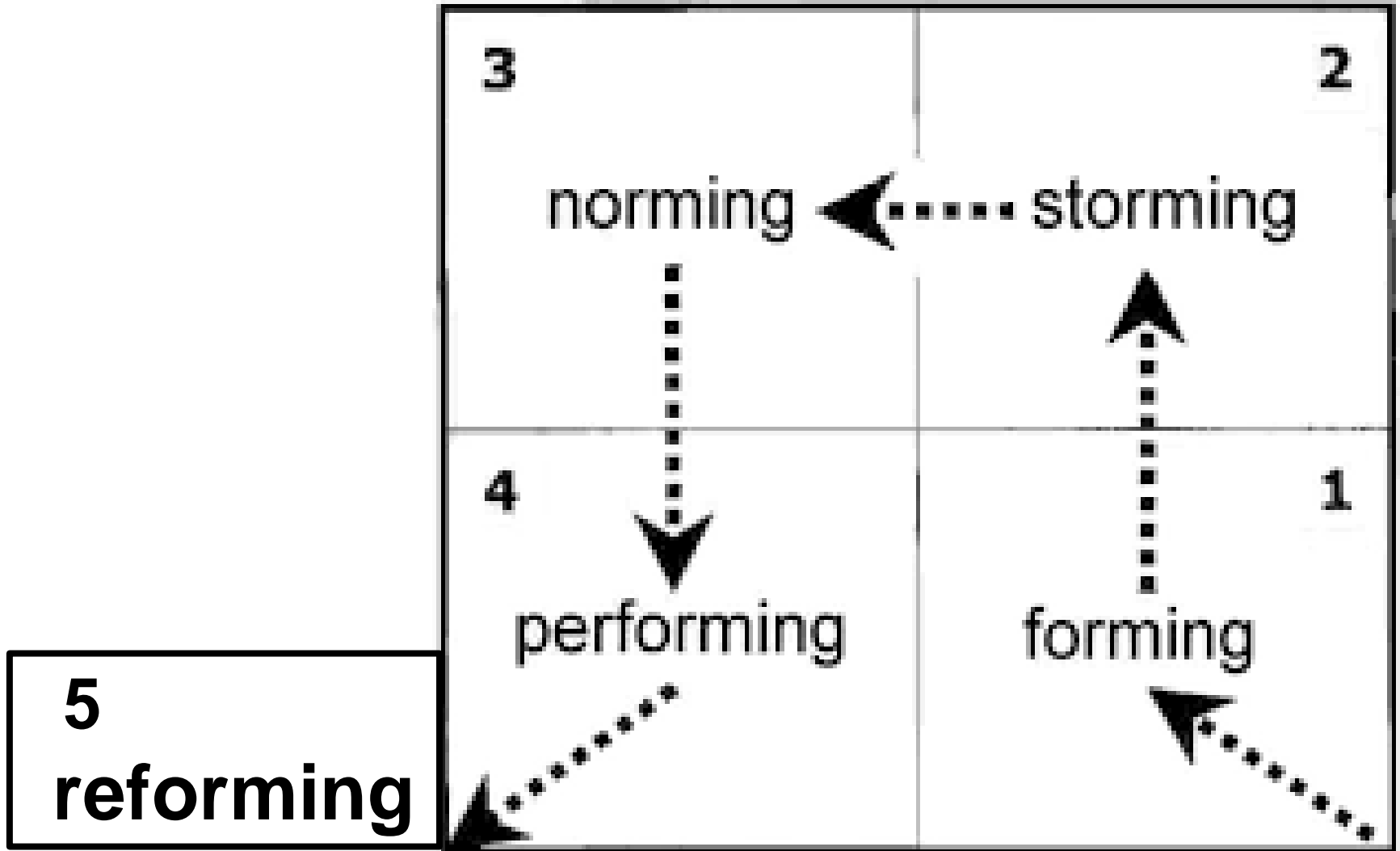


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The Phases of the Team

The Phases of the Team



The Phases of the Team



The Phases of the Team

SNOW WHITE AND THE SEVEN CONCERN TROLLS



The Phases of the Team



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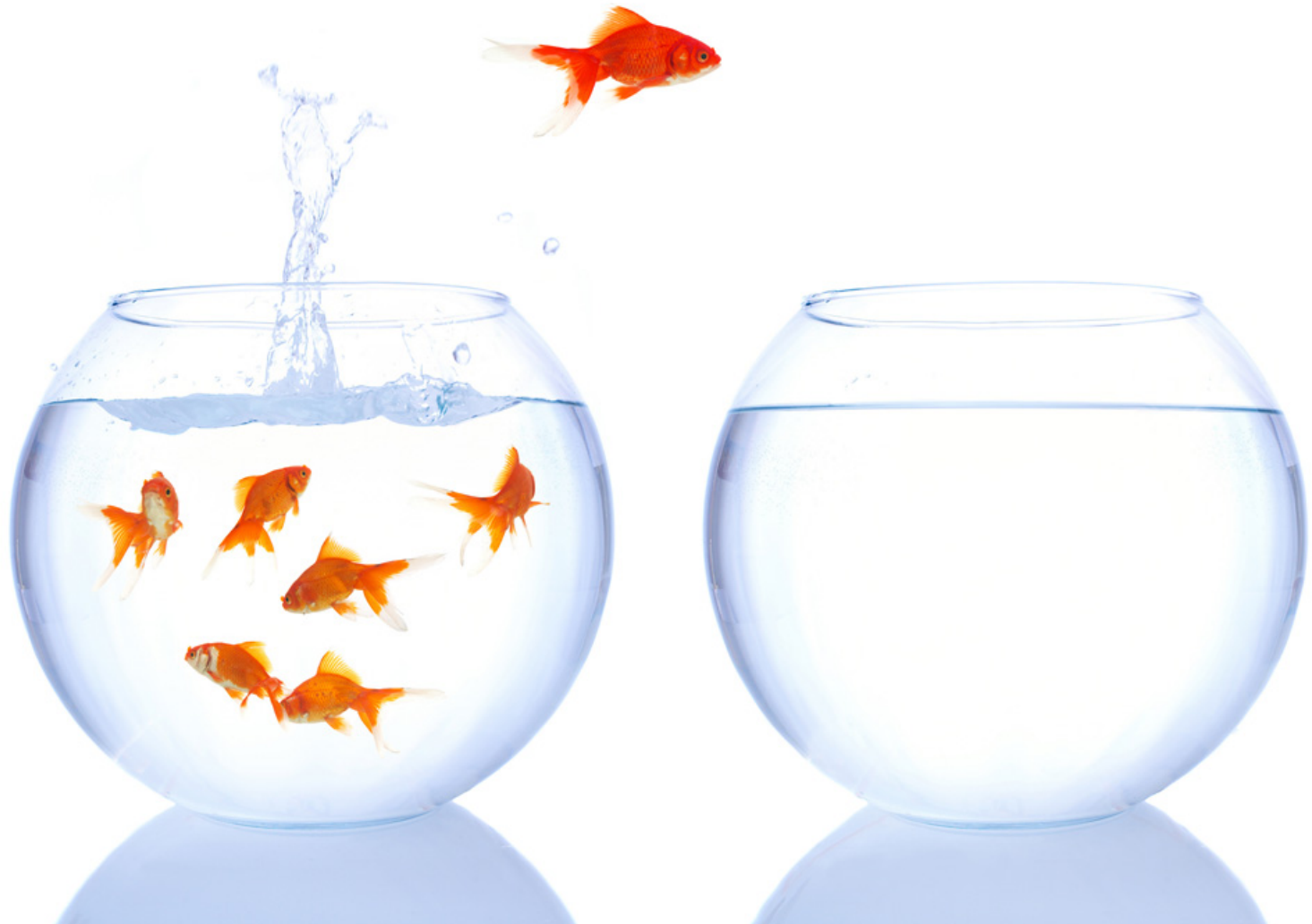
The Phases of the Team



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The Phases of the Team



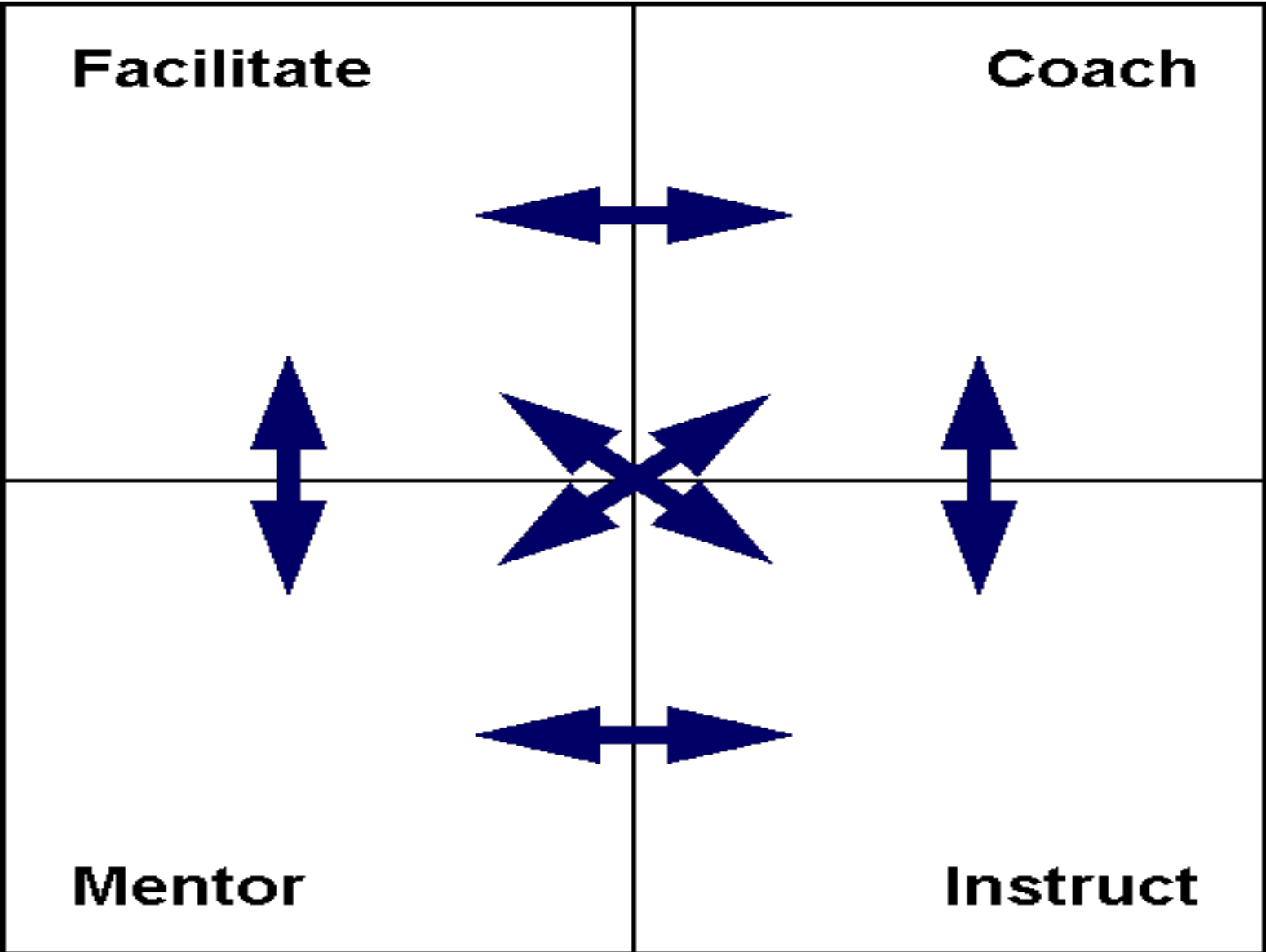


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The Role of the Manager

The Role of the Manager



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Three Key Take Aways!

Three things to do RIGHT NOW!

1. Develop Your Code of Conduct, Mission, and Expected and Acceptable Standards.
2. Treat Candidates like Customers.
3. Understand the Phases of the Team and Celebrate!





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Questions???

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Handouts are available at:

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