



Hiring & Retention Tips

Melisa Hatch, Deputy Director Human Resources

Agenda

Applicant Pools

Interviews

Employee Retention

Employee Development

Questions



The most important thing you do
as a leader is to hire the right
people.

David Cottrell

Attract a good applicant pool

Post for the right timeframe

Use inclusive language

Clearly define the position & utilize specialty factors when relevant

Define the Skills and Abilities appropriately

Paid advertising for niche positions

Interviews

Hire for potential & Hire for the work Culture

Civil Service – Interview only and all referred applicants

First round screening questionnaire

AP & Faculty Searches – Follow [AEO guidelines](#)

Treat all applicants consistently and fairly

Resources: [Interview Information](#), [Interview Do's and Don't's](#)

Employee Retention – Good Supervisors Make a Difference

A 2018 report on the Employee Experience by Udemy found nearly 50% of employees quit their job because of a bad manager. A good manager, on the other hand, acts not as a “boss” but as a “coach.” The key difference being that while a boss is seen as an unsatisfiable source of demand micromanaging every aspect of employees’ work, a coach knows their employees are players on a team. A good employer/coach works to guide employees in the right direction by offering advice, support and goals while still allowing their workers to have a high degree of autonomy. – Forbes Advisor

Article: [Having a Bad Boss makes you a worse Employee](#)

Employee Retention

Sense of Belonging & Connection

Recognition & Reward

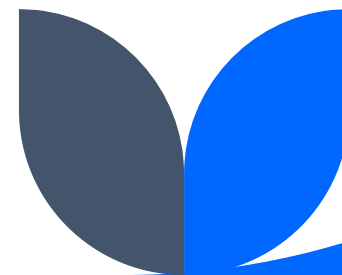
Life-Work Balance

Coaching & Mentoring

Promotional Opportunities

Remote Work

Flexible or Alternate Schedules



Employee Retention

Development

- Conferences
- Trainings
- Seminars
- Team Building
- Academic Impressions
- Continued Education

Recognition

- Kudos in Staff Meetings
- Direct Recognition
- Performance Evaluations
- Campus Award Nominations
- Traveling Trophy
- Rewards

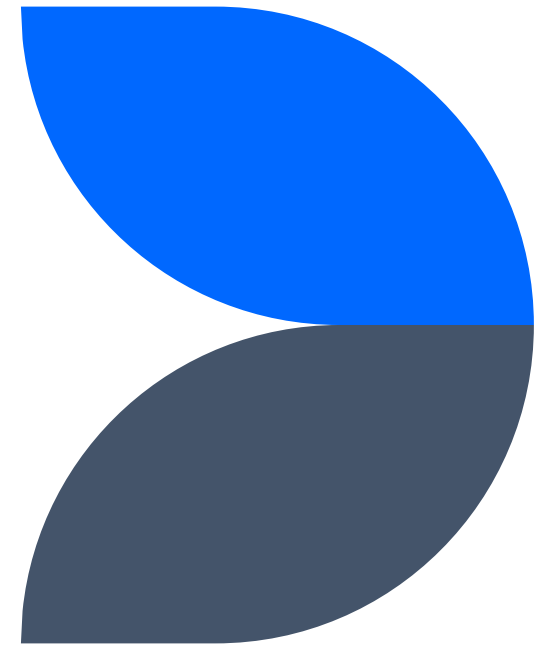
Release Time

- Orientation
- Know Your U
- Rising Stars
- Campus Events



Employee Development Series

Beginning in January 2024



Division Liaisons

Carlene Hindert

Academic Affairs

Kenzie Westlake

Student Affairs

Madison Vangunten

Enrollment & Retention
Management, Advancement,
Finance & Administration,
Chancellor's Division

Ben Reinhart

Academic Affairs Assistant

Summary

The modern trend is to humanize work. We need to be purposeful about finding and hiring the right people. Once we have them onboard, we need to be purposeful about their growth, satisfaction, and engagement.

Questions?



Thank you

Melisa Hatch

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