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.
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

<table>
<thead>
<tr>
<th>Sense of Belonging &amp; Connection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition &amp; Reward</td>
</tr>
<tr>
<td>Life-Work Balance</td>
</tr>
<tr>
<td>Coaching &amp; Mentoring</td>
</tr>
<tr>
<td>Promotional Opportunities</td>
</tr>
<tr>
<td>Remote Work</td>
</tr>
<tr>
<td>Flexible or Alternate Schedules</td>
</tr>
</tbody>
</table>
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

Madison Vangunten
Enrollment & Retention
Management, Advancement,
Finance & Administration,
Chancellor’s Division

Kenzie Westlake
Student Affairs

Ben Reinhart
Academic Affairs Assistant
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
mhatc2@uis.edu