Human Resources: Managing Staff Recruitment, Onboarding, and Retention

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Session Objectives

• Explore best practices in human resources, including recruiting, interviewing, and hiring new employees.

• Develop a plan for building an effective orientation and onboarding process.

• Identify strategies for supporting and retaining existing staff.
Check-In

Think about the job that you stayed at the least amount of time and the job you stayed at the longest.

– What influenced your decision?
– What role did your recruitment and onboarding experience or level of support play in your decision?
Tribal Child Care Management Systems Framework
Roadmap for Hiring

- Needs assessment
- Screen
- Communicate
- Job description
- Recruit
- Hire
Assessing the Need

• Key responsibilities
• Key competencies
• Current staff
• Gaps
Effective Job Descriptions

- Title
- Summary
- Essential functions
- Qualifications
- Classification
- Work environment

- Supervisor of position
- Additional duties
- Salary or salary range (optional)
- Description of business (optional)
Recruitment Plan

- Internal staff
- Associates
- Public
Screening Process

• Résumé and application
• Phone screening
• In-person interview
Communicating with Candidates

- Clear
- Professional
- Timely
Time to Hire
Staff Onboarding

• Preparation for the first day
• The first day
• The first week
• The first three months and beyond
Retaining Qualified Staff

• Clear expectations
• Objective evaluations
• Appropriate feedback
• Solid leadership
• Ongoing support
Taking the Training Home

• What is one key takeaway you have from this session?
• How do you plan to put that takeaway into action once you’re home?
• What technical assistance might you need to support you in implementing your takeaway?
Thank You