



# HRA-ECI

Human Resource Association of East Central Illinois



December 2015

## Employee Retention

**The market for recruiting is very competitive currently and projected to get even tougher. It is crucial to think about ways that we can appeal to the right employees and even more crucial to keep the current employees we have. Below are 5 ideas from Go2HR to help with your internal retention:**

### **Key #1: Know Your Employees**

Your starting point is to know what your people are looking for — don't blindly follow other companies' best practices. Gather feedback by enhancing your employee feedback processes. The information you gather will assist in understanding what your people want and need. Then you can concentrate on maintaining what you do well and improving what you don't do so well. This targets your efforts to areas with the highest potential return on retention.

Three examples of ways to do this is Open Forums, Exit Interviews, and Employee Surveys

### **Key #2: Create an Employee Centered Environment**

Send a clear message that your employees are important. Do this by creating an open and flexible workplace that contributes to work-life balance. Today's employees want time to enjoy life beyond work so employers who can offer flexible work arrangements will be positively viewed. Innovative benefits that support employee health and wellness will also be welcomed. But again, don't just blindly apply these practices – find out which are more important to your employees. Whatever you choose to offer must fit within your operational needs but don't be too rigid – it could cost you the loss of good employees.

### **Key #3: Reward & Recognize Top Performers**

While each employee should receive a fair, competitive compensation and benefits package, you must find ways to recognize and reward your top performers. Fortunately, this recognition can be something other than pay.

Establish recognition expectations for supervisors and managers. Don't leave it to chance or it may never get done. Encourage staff to recognize one another by creating a peer recognition program with small tokens such as movie passes, lunch gift certificates, or lottery tickets. You could even create an annual Employee Recognition Program where you nominate staff for special achievements and celebrate in a splashy manner.

### **Key #4: Provide Effective Leadership & Supervision**

Show employees you have what it takes to get the job done. Everyone likes to work for a winner! Share your leadership vision and tell employees how they fit in. Make them feel part of something bigger than themselves and their individual jobs.

### **Key #5: Provide Opportunities for Development**

Don't think of employee development as just training. It's more than that. Employee development includes mentoring and buddy systems, external education and conferences, joining associations, job shadowing, cross training, increasing the employee's responsibility and/or complexity in their current role, job rotation, and temporary assignments in other departments or positions. Ensure employees have the time to take advantage of these development opportunities by making the development of employees a priority for your supervisors

For More information please see <https://www.go2hr.ca/articles/5-keys-employee-retention>

## December Meeting

### End of the year Celebration

Friday, December 11th

11:30AM - 1:00PM  
Firefly Grill  
1810 Avenue of Mid America,  
Effingham, IL

RSVP  
By 4 PM Tuesday,  
December 8th

Bring plenty of  
business cards and  
your 2016

Membership form!



## Do's and Don'ts about Holiday Gift-Giving at Work

### Don'ts:

- Make sure employees don't feel obligated to buy bosses a gift.
- Stay away from overly personal items such as clothing jewelry, and gag gifts.
- Think through gifts to make sure there wouldn't be a negative association for them.

### Do's:

- Give out gifts that reflect the mission of the company
- Make sure bonuses are truly non-performance based.
- Put a low limit on Secret Santa gift exchanges.



For more information see: <http://www.shrm.org/hrdisciplines/employeerelations/articles/pages/holiday-gift-giving>

### 2016 SHRM Membership

#### Time!

Please see the attached membership form in your email and have those turned in by December 31st, 2015. You can bring them to the December

Meeting!

Anyone who has already signed up or brings their membership forms to the December meeting will be put into an extra drawing for a great prize!!!

Visit our **HRAECI Website and Facebook!**  
You can view all of our Newsletters, see upcoming events, post a job, and much much more!!!

<http://hraeci.shrm.org/>

<http://www.facebook.com/hraeci.shrm.org>

## HRAECI

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