

Get & Keep Top Talent

TACTIC CARD

B.R.P.
Business Resource Planning

Not every section below will be something you apply. The goal is to be able to lift your overall engagement in a few of the areas below. An increase in Getting & Keeping Top Talent by 3-10% will bring in a noticeable return to your bottom line over the year, and ongoing.

A. Interview Questions (Are They a Fit?)

1	What are the Key Competencies Needed: What skills are required, are they teachable, will they add to the culture in a positive way?
2	Crafting the Questions: Be sure to use a mix of both closed and open ended questions. Listening to what they bring to the table is more than just having the right answers.
3	Include Behavioral Questions: These can uncover how they think and reveals how they solved problems in the past.
4	How to Evaluate Answers: Create a scoring system for each answer, from a simple Y/N to a sliding scale from 1-10.
5	Ask them to Ask Questions: Are they proactive, have they prepared, do they see things from a fresh perspective.

B. Once You Hire Someone (Get them Running Quickly)

1	Day One Preparation: A template should be filled out with: their seating, computer setup, accounts & resources.
2	Introductions: Have someone take them around, introduce them to others and make them feel welcomed.
3	Assign Someone to Them: Best to assign someone from the same department or a department they will work with.
4	Set the Expectations: This will be a practical rundown of the roles responsibilities and company processes.
5	Ongoing Support: Initially have a scheduled set of check-ins, but then for ongoing support be sure they are part of the individual rotation or scheduled team meetings.

C. Retention Strategies (Make Them Want to Stay)

1	Competitive Salaries: Be pro-active in keeping up with market salaries for the roles which require this review.
2	Growth Opportunities: Provide ongoing development and promotion so you can hire from within the company.

3	Work on Keeping a Positive Culture: The culture of a business is more critical than increasing sales volume for a business.
4	Recognize Achievements: Celebrate the wins, both external and internal to generate high motivation.
5	Conduct 'Stay' Interviews: Another pro-active step: Regularly ask employees what would make them stay longer.

D. Performance Reviews (How to Make them Valuable)

1	The Topics to Review: Include at minimum: Goals, Achievements, Areas for Improvement and Future Plans.
2	When to Schedule Reviews: Consistency is important and you can do quarterly, biannually or yearly.
3	Prepare for the Meeting: Track ongoing wins/losses & avoid last minute panic. Also, get peer feedback as needed.
4	How to Conduct the Review: Go over prior goals to be sure they are being met. Discuss areas to focus on and improve professionally. Lastly, determine what new goals to aim for.
5	Are the Goals Part of the Companies Direction: Every goal needs to be connected to the company Vision and Mission and advancing the impact the company has in the area and industry... no goals for goals sake.

I hope you found this information helpful! You can implement these tactics on your own, but if you would like assistance, please feel free to reach out so we can discuss how we can work together.
Website: <https://businessresourceplanning.com/client-form>