


Recruit and Retain Your Future



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&



Employment Planning

Hiring Practice	Construction/Service	Administrative
Hire for experience		
Promote from within		

Hiring Needs	Construction/Service	Administrative
Current # of employees		
Average attrition per year		
Expected incremental hires in the next year	+	+
Total		

Success Attributes

Check the box for all that apply

Rank checked boxes from most important to least for your organization

- __ Hardworking
- __ Dependable
- __ Positive
- __ Self-Motivated
- __ Team-Oriented
- __ Organized
- __ Works Well Under Pressure
- __ Effective Communicators
- __ Flexible
- __ Confident
- __ Leadership
- __ Goal Achievement
- __ Integrity
- __ Decision Making
- __ Organizational Fit

Behavioral Based Interviewing

- Tell me about a time when...
- Give me an example of a time you...
- Describe a time when...

S.T.A.R. response model we want from the candidate:

- Situation or Task (examples)
- Action they took
- Results they achieved

You are looking for the following:


- They choose an experience that is relevant to the question
- They concisely state what they learned
- They demonstrate learning from the experience
- They show how they apply what they learned

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Milwaukee
Employment Planning

Draw an Org Chart for your organization.

- ★ Identify with a star individuals who are extremely difficult to replace.
- Circle the people that will not be with you in the next 5-10 years.
- Add boxes for the additional roles you will need due to your growth.



What can you do to retain these talented people?

What plans do you have to document their knowledge & experience?

Who will fill the openings and the new positions? Do you have a pipeline of people for future roles?

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Milwaukee
Recruiting Strategy



What are the key points of your compelling message to candidates about why they should join your company?

What resources from NECA do you leverage to hire the best and brightest?

- NECA Student Chapters Program
- NECA Career Chapters Job Fair at the annual Convention
- NECA Career Center
- Staff Associate Program
- *Apprentice Recruiting (local)*
- Industry Nights (NECA + LMCC)



3 www.necanet.org

Milwaukee Recruiting Strategy



Does your company have a referral program?
Yes / No

What is the incentive to refer great people to work at your company?

Would you recommend any changes or improvements to this program at your company?

What else could you do to encourage referrals?

"Surround yourself with those on the same mission as you"
-Lionel Messi





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Milwaukee Recruiting Strategy

How do you tell candidates about your open positions?

How can you increase your reach and target the right people?

Who are the key people that increase your network effect?



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Milwaukee Develop & Retain

List the development opportunities available for your teams:

Construction/Service	Administrative
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What additional opportunities for learning and development would you like to offer to your organization?

Construction/Service	Administrative
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Milwaukee Develop & Retain

Thinking about your organization:
(refer back to the org chart on page 2 if needed)

Which generation is most of your leadership?

Which generation is most of your Construction/Service Teams?

Which generation is most of your administrative staff?

MULTIPLE GENERATIONS @ WORK SURVEY
<http://www.milwaukee.org/learning/developing-for-multiple-generations-at-work>

How are you **adapting** your organization to the unique differences with each generation?

Recruiting?

Development?

Retention?

Succession Planning?

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Milwaukee Build your plan

Step 1. Determine where you are today on the strategic plan for recruiting.

The diagram features a central 2x2 grid of colored squares containing the letters 'S', 'W', 'O', and 'T'. The top-left square is blue with 'S' and 'strengths'. The top-right is red with 'W' and 'weaknesses'. The bottom-left is orange with 'O' and 'opportunities'. The bottom-right is green with 'T' and 'threats'. A vertical line labeled 'INTERNAL' runs through the top two squares, and another vertical line labeled 'EXTERNAL' runs through the bottom two squares.

INTERNAL

EXTERNAL

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Milwaukee Build your plan

Step 2. Identify the top 3 priorities for recruiting.

- 1
- 2
- 3

Step 3. Define the goals and metrics for recruiting.

Goals	Metrics
What are the S.M.A.R.T. goals?	How will you measure success?

Specific, Measurable, Attainable, Results Focused, Time-Bound?

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Milwaukee Build your plan

Step 4. Determine who is accountable.

Who will own this project/process?

What resources need to be provided to get started?

What communication is expected to keep key decision makers involved?

Step 5. Review & make adjustments – CONSTANTLY!

As your business changes and the people change, your action plan will need to change to meet the strategic need of recruiting and retaining your future.

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