



Recruitment and Retention Foundations for Non-profit

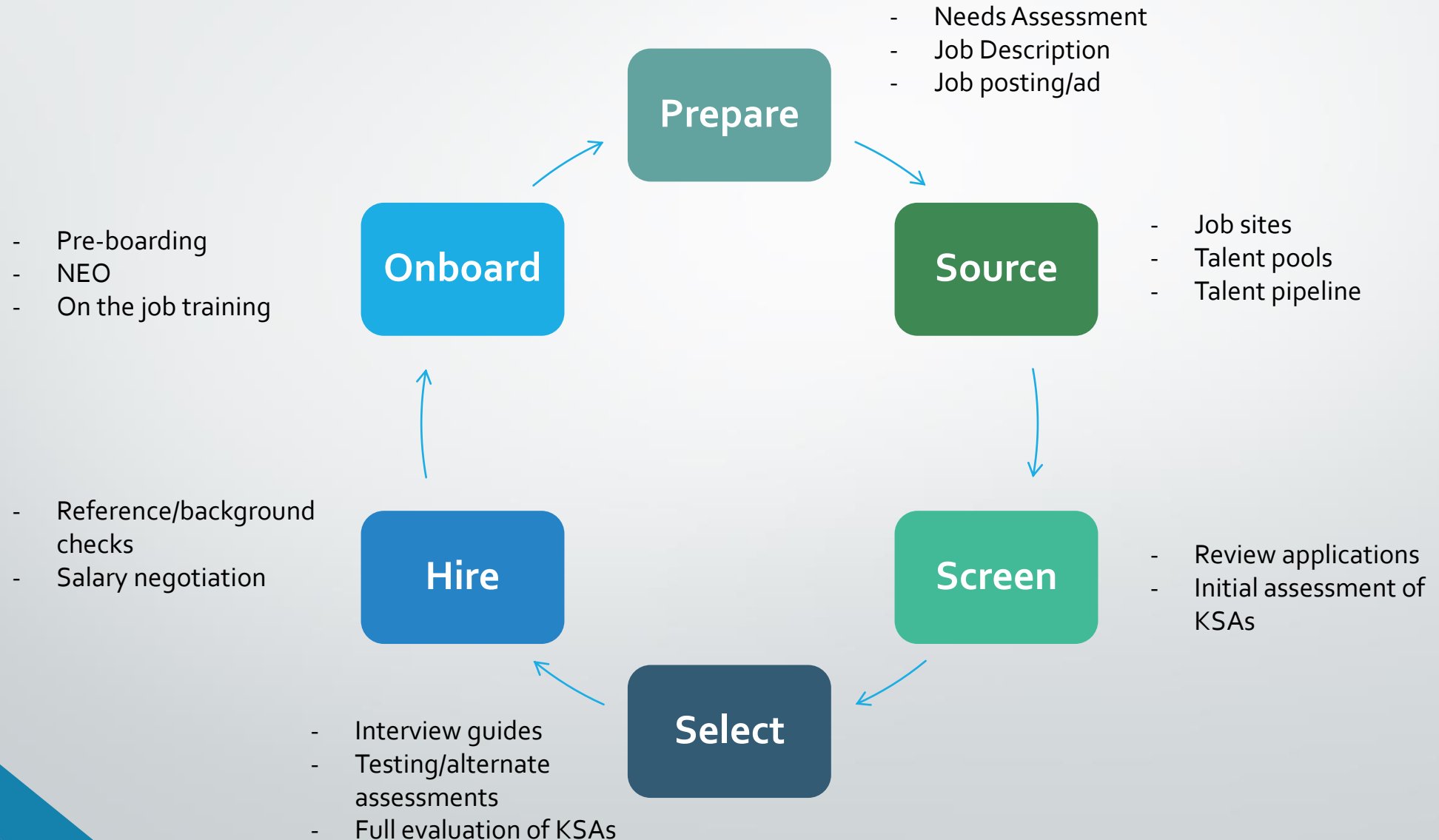
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Agenda

- The Recruitment Cycle
 - Considerations and best Practices
 - Activity – The Interview
- Employee Retention
 - Developing Retention Strategies
 - Retention Challenges (breakout rooms)
- Q&As

The Recruitment Life cycle



Key considerations – Recruitment Life Cycle

Prepare

- Needs assessment
- Ideal candidate
- JD current
- Competencies and KSAs
- Clear, attractive job ad
- Mission, Vision, Core Values

Source

- Your own career site
- External job boards and career websites
- Post-secondary
- Passive candidates
- Social media
- In-house recruitment
- Employee referrals
- Networking

Screen

- Criteria aligned with job posting
- Fair, objective and consistent review
- Don't wait too long!
- Use of pre-screening interviews
- Check yourself for biases
- Shortlisting

Key considerations – Recruitment Life Cycle

Select

- Prepare yourself and candidate
- Interviews Panel
- **One** assessment guide
- Questions tailored to your KSAs
- Quantifiable assessment of competencies
- Alternative assessment methods

Hire

- Your top candidate
- Background / reference checks
- Job offer
- Negotiations
- Job acceptance / denial
- Alternate candidates
- Re-strategizing for re-posting (if necessary)
- Unsuccessful candidates

Onboard

- Maintain communication prior to start date (pre-boarding)
- Prepare for start date
- Welcome / introductions
- Orientation
- On the job training
- On-boarding plan

Recruitment Best Practices

- Develop targeted talent acquisition strategies (not a “one size fits all”)
- Building Talent Pipelines
- Employer Branding
- Internships, new grad, job placement programs
- Accessing your internal talent, succession management
- Data driven decision-making

Creating a Recruitment Strategy



Employee Retention

- Creating a Retention Strategy
- Fair compensation programs
- Employee Training and Development Programs
 - Partner/buddy system (onboarding)
 - Mentorship programs
- Employee Recognition (formal/informal)
- Career development/growth opportunities and succession planning
- Work on your organizational culture
- Work-life balance



Developing a Retention Strategy

- Understanding your current situation: employee engagement, employee experience, employee turnover
- External factors impacting your employee retention
- Establishing goals and identifying metrics for your retention strategy
- Consult with your employees and stakeholders
- Develop data driver solutions and action plans
- Follow through commitments and communicate on progress

Group Discussion

- What are your organization's current retention challenges?
- What are some of the tactics that have worked in addressing retention?





Thank You!