

6 Important Steps Of 🚊

The Employee Lifecycle

From recruitment to departure, each phase represents unique opportunities and challenges for both the employer and the employee. Understanding this lifecycle is essential for creating a productive and positive work environment. UST Workforce Solutions offers the right tools and resources on necessary to help nonprofit employers like you effectively manage their workforce while enhancing employee engagement and ensuring the organization's long-term success.

1. RECRUITMENT AND SELECTION

Recruiting in the nonprofit sector is vital as these organizations rely heavily on their employees to achieve their missions. Effective recruitment strategies ensure that nonprofits attract individuals who are not only skilled but also deeply committed to the cause. By hiring the right talent, nonprofits can enhance their operational efficiencies, foster innovation, and drive impactful initiatives. Given the often limited resources, nonprofits must be adept at identifying and attracting candidates who align with their values and objectives, ensuring sustainability and growth in their service to the community.



- Job Description Builder
- **Employee Classification Tool**
- Salary Benchmarking
- Recruitment Resources
- Recruiting Checklist
- Importance of New Hire Assessments Interviewing 101
- Nonprofit Interview Checklist
- Creative Workplace Benefits
- Pre-Employment Inquiry Do's and Don'ts

2. ONBOARDING AND INDUCTION

Onboarding sets the tone for new hires' experiences within the organization and helps accelerate their ability to contribute and be successful from the onset. This phase involves systematically introducing new staff to the organizational culture, policies, and their specific roles. A well-structured onboarding program helps new employees feel welcomed and valued, fostering a sense of belonging. By taking the time to invest in a comprehensive onboarding program, organizations lay the groundwork for long-term success.

Thousands of Sample Forms and Policies

Interactive Employee Handbook Builder

- New Employee Orientation Checklist
- **Employee Onboarding Checklist**
- Organizational Chart Template
- 30-Day Employee Onboarding Survey
- Ways to Make New Hires Feel Welcome



3. TRAINING AND DEVELOPMENT

This phase is pivotal to employee retention, especially within nonprofit organizations where resources can be limited but the need for a committed and well-equipped workforce is ever-present. Professional development programs that align with personal career goals also foster a sense of loyalty and commitment, as employees can see a path for advancement within the organization. Investing in training and development not only enhances individual performance but also builds a more competent and versatile team, ultimately driving the organization towards its mission more effectively.



Compliance & Legal

300+ Employee Training Cources

Harrassment

- **Professional Development**
- **Customer Service**
- Basics of Creating a Training Program

Essential Employee Training Topics

- Employee Training Log
- Employee Training Guide
- Steps to Implement a Mentoring Program

Unlike for-profit entities, nonprofits often operate with limited resources, making it

4. PERFORMANCE MANAGEMENT

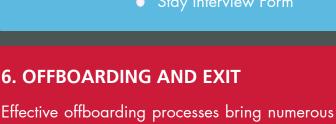
optimize employee's essential to each contributions. Regular performance reviews and ongoing feedback help align individual efforts with the organization's mission, ensuring everyone is working towards common goals. Performance management provides a structured approach to recognizing achievements and identifying areas for improvement, which is crucial in maintaining high morale and motivation. 5. RECOGNITION AND ENGAGEMENT

- - Performance Review Questions
- Performance Improvement Plan (PIP)

essential to acknowledge their efforts and keep them engaged. Engaged employees are more productive, innovative, and likely to stay with the organization. A supportive work environment that

values open communication and team-building activities fosters a sense of belonging and purpose among the staff. By prioritizing recognition and engagement, nonprofit employers can enhance job satisfaction, drive mission achievement, and ensure longevity. Guide to Improving Retention • 6 Employee Engagement Best Practices

Nonprofits rely heavily on their employees' intrinsic motivation and commitment to the cause, making it



support of your nonprofit.

Employee Benefits Survey

Employee Suggestion Form

Employee Referral Program

benefits to both nonprofits and their exiting

employees. For the organization, a structured

offboarding strategy helps ensure a smooth transition that minimizes disruptions. For exiting

employees, a thoughtful offboarding process

demonstrates the organization's respect and appreciation for their contributions. Providing

career transitioning services also supports their

transition to new roles, promoting a sense of goodwill, ambassadorship, and their continued

Employee Engagement Surveys • 5 Creative Ways to Celebrate Your Team

Employee Engagement Checklist

7 Tips to Keep Employees Mentally Sound

One-on-One Career Coachina

Outplacement & Career Transitioning Services

Interview Exercises Resume Builder

Career Assessment Testing

Exit Interview Form Employee Layoff and Termination Guide Stay and Exit Interview Checklist Involuntary Termination Checklist

HOW WE CAN HELP! Since no nonprofit employer is alike, UST offers essential HR, workforce and unemployment

funding, and administration solutions that meet the unique needs of nonprofits nationwide.

Over 2,200 nonprofit employers saved more than \$59M in HR and unemployment claims costs with UST Workforce Solutions in just one year alone.

Our programs are designed to safeguard nonprofits by providing: • Online unemployment claims management tools: to help ensure you never miss a deadline

• Live comprehensive HR support: a team of HR experts standing by to answer your questions

- State-specific policy alerts: to stay on top of evolving legislation • 300+ on-demand training courses: to build a resilient workforce and improve skills • Outplacement services: to help get separated employees back to work faster
- Through your membership with the New Hampshire Center for Nonprofits you can receive these
- exclusive UST benefits:
 - Complimentary Unemployment Savings Projection
 - Discounted UST HR Workplace Subscription
 - Exclusive UST Content and State-Specific News

Free 60-Day Trial of UST HR Workplace

Discover your savings potential and learn how UST can help your nonprofit save valuable time and money by visiting us online at <u>www.chooseust.org/nhcn/eval</u> or simply scan the QR code.



Use priority code "2024NHCN-INFO" when submitting the form and be sure to mention your affiliation with one of our partners to receive your exclusive member-only benefits!