

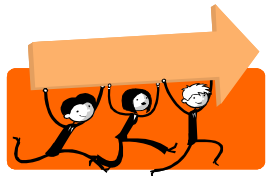
# People Matters



Issue 27, April / May 2007

## Our new dynamic team member!

We would like to introduce our new team member, Matt Courtney. Matt starts today, 30 April, as an Account Manager with us. Matt brings with him a wealth of HR Management and Recruiting experience in a variety of service sectors, including financial, IT and professional services. He also spent a number of years working in the UK.



Matt's hours are Monday, Tuesday and Thursday from 9am to 5pm. Just as a reminder Karen's hours are Tuesday, Wednesday and Thursday from 9 am to 4.30pm.

## Office Relocation

Please note, we are relocating to new offices. Of Monday, 07 May 2007 our new address will be:

**Suite 111  
22 St Kilda Rd  
St Kilda VIC 3182**

**T TBA  
F TBA**



Due to the move, our office will be closed as of 1pm on Friday 04 May 2007. Any urgent enquiries can be directed to Laura's mobile on 0412 896 363.

In our last issue, we spoke about how to conduct an effective appraisal. In line with that, it's important to address what is being assessed in an appraisal.

## Values – why they are crucial

Having your company values linked to your business proposition defined and communicated to staff, verbally and written, is crucial to not only retaining your staff and defining your culture, but is attracting and recruiting the right people.



In a labour market, where unemployment is so low, candidates are finding they have the pick of where they want to work. Research has shown that candidates are looking for values based organisations, organisations that stand for something.

Therefore, define your values in terms of what they mean, for example communication to one person may have a completely different meaning to another. Use your values in your marketing, recruitment, induction, team development and performance management, including your incentive schemes.

As third party facilitators, we can help run Values workshops in which staff have buy-in defining the values. Thereby staff are more likely to embrace and live by them.

*Do you have a question you would like answered? Let us know - your suggestions for topics are welcome.*

*If someone else in your business would be interested in People Matters let us know and we will forward a copy to them.*

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