

People Matters

June 2008

PD News



The end of the financial year is rapidly approaching and this time can be the busiest period of the year. During the coming weeks it is important to remember to plan well, stay focused and most of all to relax and be happy!

This month's edition of People Matters ends our series of the Top Six worries that managers have (*Management Today*, July 2007) with the final issue of retention.

We are also excited to announce we will be shortly launching our new online portal for our **Employee Performance Management System**. This will allow you to complete your appraisals on line. For those current clients on the previous system we will be talking with you about upgrading to our new system during the month. For those interested in a demo, please contact us on (03) 9510 3740.



Issue #6: From the word go

One of the keys to effective retention lies in the very first step of the employment process: recruitment. The initial attracting of and selection of staff members is arguably the most important phase and lasting indicator of whether a person is going to go the distance with a company. Currently, the focus for recruitment is on skills, experience and behaviour. While important, these are not the heart of *retention*. For long term retention look to the suitability of the individual for the company's values and the overall business goals when recruiting.

The first and most important step is to ensure that the values and goals of the business are clear and specific. Working from this, position descriptions and advertisements can be formulated to closely align with the company's culture. Candidates should be assessed and interviewed based on a wide range of factors such as qualifications, experience, behavioural preferences and motivation, and included with these should be questions to ascertain the longer term values and vision of the individual.

Finally, involving other staff members in the recruitment process can be an invaluable help in finding the right person. Current staff can shed new light and provide new perspectives on how the vision and values of the company are lived on a day to day basis and how that translates to retention rates.



People Dynmaics specialises in providing tools to maximise retention in your organization. We also aim to help you create a satisfied and productive office environment. Please contact us on 9510 3740 for further information.

Legal Update

EEO—There have recently been changes to the Equal Opportunity Act which now provide provision for employees who feel they have been discriminated for enquiring about their employment entitlements. We wish to advise our clients that they should ideally make notes of any enquiries about employment entitlements and what employee have been promised to avoid seemingly discriminating.

Unfair Dismissal — Employers of less than 100 employees please note, unfair dismissal is coming back. This will take effect 1 January 2010, with a qualification that those that employ less than 15 people will be exempt from unfair dismissal for the first 12 months of employment .



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

If you know someone who would be interested in People Matters let us know and we will forward a copy to them.

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Previous editions of People Matters are available on the downloads page of our website.