

# HR FOR SMALL *Businesses*



*Alexandria Chamber of Commerce  
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**MULTIBUSINESS**  
S O L U T I O N S

# ABOUT ME

**Natalie Remund (pronounced "Raymond")**

Chief Business Development Officer, SHRM-CP

- Over fifteen years of diverse management and training experience, along with a passion for improvement.
- Assist clients who do not have the budget for a full-time human resource staff member; however, they still have human resource needs.
- Motivated by process and people improvement and finding opportunities to help organizations be more successful.



# Today's Agenda



- 1 Recruiting and Hiring
- 2 Onboarding and Training
- 3 Benefits
- 4 Legal Considerations

*Today's Goal: Improve your HR knowledge!*

# RECRUITING AND HIRING

*All Stars*



# 3 Phases of Hiring

- **Pre-hiring**
- **Interviewing**
- **Offer & Acceptance**



# JOB DESCRIPTION

1. Title
2. Reports To
3. Essential Job Functions (consider ADA)
4. Secondary Job Functions
5. Wage Status (consider FLSA)
6. Minimum Qualifications
7. Extra/Additional Qualifications

# RECRUITING METHODS

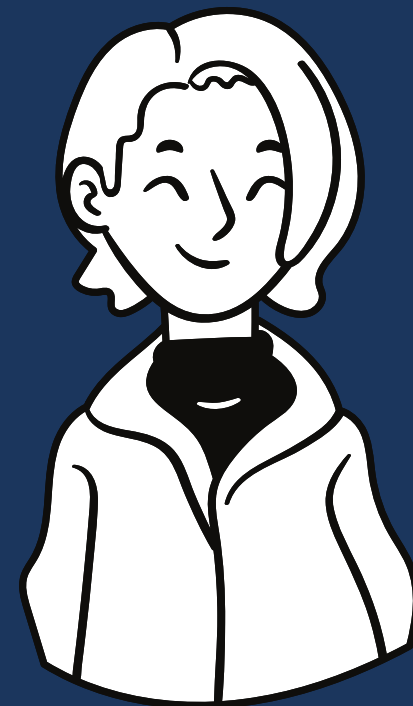
- Online job boards\*
- Minnesota Works\*
- Chamber of Commerce\*
- Print media
- Social media\*
- Current Employees\*
- Networking
- Job Fairs

*\*Free options*

*Consider this...*

**What does your online presence say about your company?**

**How would current employees rate your company?**



# SELECTING CANDIDATES

- Have a Job Description FIRST
- Avoid urge to check social media *before* the interview
- Be aware of unconscious bias



# INTERVIEWING

- Variety of techniques
  - Ex: Behavioral
- Involve multiple people
- Goal is to hire "A" players
- Set expectations for next steps

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"Hire for attitude, train for skill."



# QUESTIONS NOT TO ASK

- Age (if a minimum age for position, okay to ask, “Are you at least 18 years of age”)
- Race, Ethnicity, Color, Gender, Sex
- Sexual orientation or gender identity
- County of origin, Birthplace, Religion
- Disability
- Marital status, Family status, Pregnancy
- Salary history (in some states)



# OFFER & ACCEPTANCE

- Act as quickly as possible!
- Call and follow up in writing
- Give timeframe for answer
- Be Enthusiastic

# ONBOARDING AND TRAINING

*All Stars*

# Onboarding

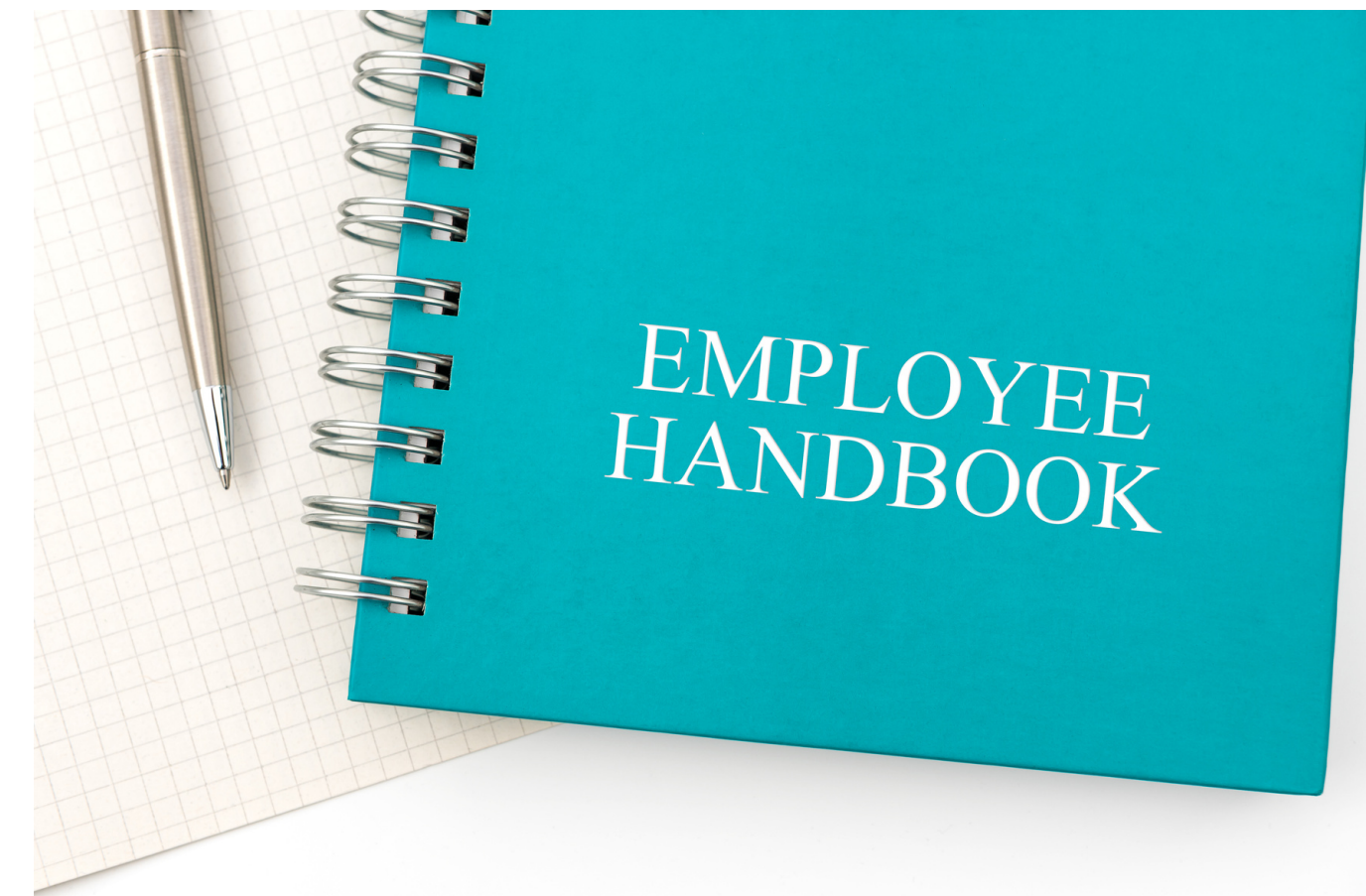
- Communication Prior
- “You never get a second chance to make a first impression.”
- Make the employee feel welcome and set them up for success with your company!

# Onboarding Cont.

- New Hire Paperwork
- Employee Handbook Review
- Tour & introduction to team
- Show them where they should put their personal items
- Computer Setup

# 3 REASONS TO CREATE AN EMPLOYEE HANDBOOK

1. Welcome employees to your organization
2. Solidify your policies and procedures
3. Eliminate confusion



# 30/60/90 DAY EVALUATIONS

- Recommend that all employees are hired with a “probationary period”.
  - Can provide a “waiting period” before full benefits are available to the employee.
- Schedule 30/60/90 day evaluations





# Training

- Determine kind and amount for the “average” new hire
- Adjust if needed (PIVOT!)
- Whatever your training plan is, make sure you DO IT
- Make no assumptions

# PERFORMANCE EVALUATIONS



- **Timeframe**
- **Consistency**
- **Tied to salary increases?**  
**Does not have to be.**
- **Self Evaluation**

# TERMINATIONS

- Voluntary and Involuntary
- Involuntary
  - A variety of reasons possible, but coaching should first occur the majority of the time
  - Documentation
- Exit Interview?

A person in a dark suit and striped tie is shown from the chest down, holding a large cardboard box with both hands. The box is open and contains a laptop, a keyboard, and some papers. In the foreground, a hand is holding a white card with the text "YOU'RE FIRED" printed on it in blue capital letters. The background is a blurred office setting with a wooden desk.

YOU'RE FIRED

# DOCUMENTATION

“If it isn't written down, it didn't happen.”

BENEFITS FOR

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# THE BASICS

- Competitive Salary
- Health Insurance
- “Other” Insurance (Dental, Vision, Life)
- Retirement Plan (plus employer match)
- Paid Time Off and Paid Holidays (NEW: MN Paid Sick and Safe Leave 1/1/24)
- FMLA
- MN Pregnancy & Parental Leave (1/1/26)

# DIFFERENTIATING



- Profit Sharing
- Flexible Work Location
- Monetary Bonuses
- Flex Time
- Employee Discounts
- Health & Wellness Program
- Student Loan Assistance

# WHAT ELSE DO EMPLOYEES WANT?

- The ability to do their best
- Greater work-life balance
- Greater stability and job security
- A significant increase in income
- Company with great brand or reputation
- Company with social impact



“

**Employees don't leave  
bad jobs, they leave  
bad bosses.**

LEGAL CONSIDERATION FOR

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# “AT WILL EMPLOYMENT”

- Employment may be terminated at any time by either the employer or the employee
- Exceptions:
  - Public-policy exception
  - Implied Contract Exemption
  - Covenant of Good Faith
  - Union workers
  - Discrimination
  - Sexual harassment

**MOTIVATION**

**SUCCESS**

**COACHING**

**GOAL**



# **MENTORING**



**ADVICE**

**SUPPORT**

**TRAINING**

**DIRECTION**

# ACCOMODATIONS

- Americans with Disabilities Act (1990)
- Pregnant Worker's Fairness Act



# FEDERAL LAWS - ALL SIZE EMPLOYERS



- Equal Pay Act
- Fair Labor Standards Act
- OSHA
- Immigration Reform and Control Act (I-9)

# HARASSMENT

- 3 types:
  - Verbal/Written
  - Physical
  - Visual
- Prevention
- Recognition
- Investigation
- Response



many  
thanks

*Thank you for joining today!*

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