

HR Guidelines Everyone Should Know

GoSkills online course syllabus

Skill level

Beginner

Lessons

19

Accredited by

Verified by GoSkills

Pre-requisites

No prior experience needed

Video duration

1h 21m

Estimated study time

1h 21m

Instructor

Amber Vanderburg

Introduction

- 1 Get ready to transform your organization

Build Your Team

- 2 Identify your ideal team player
Great team players can transform your organization.
- 3 Choose your recruiting methods
Finding great team members requires a focused plan.
- 4 Consider the applicant experience
Remember, candidates are interviewing the organization as a potential place of employment.
- 5 Decide your interview approach
There are a slew of different interview approaches and not everyone works for every company.
- 6 Prepare to negotiate salary
Salary affects your bottom line and it is tremendously important to your relationship with your employees.

Value Your Team

- 7** **Create a stellar benefits package**
There are a slew of benefit options for any organization.
- 8** **Create a sensational compensation package**
Compensation is a main reason why most people come to work everyday.
- 9** **Genuinely recognize and appreciate your employees**
Employee recognition and appreciation is a key tenant to keeping your employees happy.
- 10** **Identify the right HRIS system for your organization**
With a myriad of technological services, it can be difficult to decipher what HRIS systems are most beneficial for your organization.

Develop Your Team

- 11** **Train and develop your people**
Training and development is where organizational values are reinforced and reiterated on a tangible level.
- 12** **Be involved in professional associations and continuing education**
Training and development oftentimes lies inside of the organization but continuing education and associations allow for expanded networking, certification, and increased skills.
- 13** **Cultivate a culture of continuous improvement**
Improvement is not a one time project.
- 14** **Provide powerful performance feedback**
Continuous progress and development can be tracked through a stellar employee portal and KM management system.

Keep Your Team

- 15** **Comply in compliance**
No matter the industry, there are standards and regulations in every organization.
- 16** **Support your team through employee relations**
Organizational teams are like families.

17 Prepare for tough conversations
There are a few times that HR can feel like the principal's office.

18 Intentionally build a healthy company culture
Company culture is vital to organizational success and with these ideas the HR department can make the company a place to be proud of.

Conclusion

19 Your HR path forward

[Go to GoSkills.com](https://www.goskills.com)