

HR Guidelines Everyone Should Know

GoSkills online course syllabus

Skill level

Beginner

Lessons

19

Pre-requisites

No prior experience needed

Video duration

1h 21m

Estimated study time

1h 21m

Instructor

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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

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