A Summary of the CAC’s Discussion of Workforce Related Topics for March 2019.

**INSIGHTS**

1. **What is the onboarding process for new hires?**

   The Human Resources department may cover topics including company values, policy overviews, benefits, IT systems, expense reporting, and internal communications tools.

   Relationships are very important, so within the first week, new hires may learn who they report to, the stakeholders they will be involved with, and what other people's dependencies are on their role.

   Company values are a part of the daily conversation along with peer-to-peer recognition and monthly, quarterly, and annual surveys. The survey checks culture, trust level, assurance new hires are provided the tools and resources they need to do their job, identify challenges, and connect employees with people in the organization who can help them resolve issues in the future.

2. **How important is feedback to new hires who are recent college graduates?**

   Recent graduates want, need, and benefit from more feedback yet are less likely to show initiative to share their perspective in a collaborative way.

   Better training for students is needed so they can bring their formulated ideas and solutions to their managers.

   Expenditures have changed over the years and companies make appropriate changes to support for those expectations of recent graduates including consistency and tone for continuous feedback, performance reviews, and quarterly goals. Performance improves with more constant feedback for employees to grow and develop.

3. **How do you prioritize your time?**

   If you get distracted by a new thing that is tied to the mission, decide if it takes precedence over current priority. Hold it up against current goals. If it becomes a priority, then the existing priority gets pushed down.

   Everything can’t be a priority.

   Paraphrasing the Stephen Covey Big Rocks story: put the rocks in the bucket first, then sand then water and everything fits. If you put sand in first, you can’t get the rocks in.

   Break down something big into smaller bites so you don’t get overwhelmed.

   Know yourself and complete harder tasks when you’re at your best and do the easier stuff at a time of day when you tend to be less engaged.

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