

RECRUITMENT & ONBOARDING FOR SUPERVISORS

Building a Strong Team Starts Before Day One

WHY IT MATTERS

Recruitment and onboarding are leadership responsibilities. Supervisors influence who joins the organization, how employees connect to the mission, and whether they choose to stay and grow.

THE EMPLOYEE LIFECYCLE

- ✓ **Acquire** (Attract) by genuinely telling/showing the organization's story.
- ✓ **Align** by linking the organization's mission, vision, and values to aspects of the job.
- ✓ **Develop** by preparing and encouraging employees for success.
- ✓ **Retain** through relational engagement and growth opportunities.

BEGIN WITH THE END IN MIND

Ask: *Why should someone invest themselves in our organization?* Communicate your **PURPOSE** (What we do), **BRAND** (Who we are), and **CULTURE** (Why people should invest in us).

RECRUITMENT IS MARKETING

- Job Descriptions explain the work.
- Job Postings attract candidates.
- Use authentic employee stories, real images, meaningful work examples, and culture-focused messaging.

INTERVIEWING WITH PURPOSE

- Use consistent job-related questions.
- Possibly utilize behavioral interviewing as well as objective scorecards.
- Check references and complete appropriate screening processes as applicable.
- Partner with HR throughout the process.

BEHAVIORAL INTERVIEW METHOD EXAMPLE

STAR - *Situation • Task • Action • Result*

Listen for accountability, communication, problem-solving, initiative, and measurable results throughout the interview.

ONBOARDING STARTS BEFORE DAY ONE

Preparation communicates value and belonging. (Day One Onboarding Checklist Example Below)

Welcome	Connect	Clarify	Complete	Engage
<p>First impressions matter.</p> <ul style="list-style-type: none"><input type="checkbox"/> Greet the employee personally<input type="checkbox"/> Introduce them to the team<input type="checkbox"/> Provide a facility/workspace tour<input type="checkbox"/> Ensure workstation, equipment, and access are ready	<p>People want to feel like they belong.</p> <ul style="list-style-type: none"><input type="checkbox"/> Share the organization's mission, vision, and values<input type="checkbox"/> Explain how their role contributes to the bigger picture<input type="checkbox"/> Introduce key contacts and resources	<p>Clear expectations reduce uncertainty.</p> <ul style="list-style-type: none"><input type="checkbox"/> Review job responsibilities<input type="checkbox"/> Discuss work schedules and expectations<input type="checkbox"/> Explain performance goals and priorities<input type="checkbox"/> Answer questions and address concerns	<p>Paperwork* is important, but it does not define the day.</p> <ul style="list-style-type: none"><input type="checkbox"/> Finalize required paperwork<input type="checkbox"/> Review policies and procedures<input type="checkbox"/> Confirm technology and system access <p><i>*Include HR as a resource where applicable/as needed</i></p>	<p>Onboarding is the beginning of a relationship, not the completion of a task.</p> <ul style="list-style-type: none"><input type="checkbox"/> Schedule follow-up check-ins<input type="checkbox"/> Encourage questions and feedback<input type="checkbox"/> Reinforce available support resources<input type="checkbox"/> End the day with a personal check-in

30 • 60 • 90 DAY FOLLOW-UPS

Schedule and have intentional conversations about expectations, resources, training, successes, challenges, and organizational connections after Day One.

Intentional Recruitment and Onboarding can provide:

Better Performance • Stronger Engagement • Greater Retention • A Thriving Organizational Culture