

A different Kind of HR Solution.

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Meet Vilma



Vilma Brager is a co-founder of Insight HR Consulting and serves as our managing principal. Vilma offers our client partners over 20 years of human resource management and operations experience, including key HR leadership roles within a variety of industries and company sizes. As a SHRM and HRCI certified HR professional, Vilma keeps her client partners in compliance and provides key insights into HR regulations, laws and best practices.

In addition to her role at Insight HR Consulting LLC, Vilma has served on the Board of Directors for the Inland Empire Society of Human Resources Management (SHRM). Currently, Vilma is the President of the Inland Empire SHRM chapter in Southern California. She is also an Ambassador for the National Latina Business Women Association- Inland Empire. She holds a bachelor's degree in Organizational Development from the University of LaVerne and is a certified HR professional through SHRM and HRCI.

**Preparing for the
interview & have
a successful first
90 days!**



A little bit about posting for a job!



Employers:

- What are you doing to attract talent to your organization?
- A clarity around: Values, Mission & vision
- Provide as much information as possible
- Have clear steps in the hiring process
- Applicant process & system
- Do NOT ghost applicants

Searching for a Job, career!?

- Clear knowledge of the type of work you want
 - Admin, production, engineering, labor, driving
 - Team effort, independent
 - Your values (what's important for you!)
 - PT, FT, Flexible, Weekends, Nights
- Resume
 - This is who you are
 - What is your experience
- Cover letter
 - Why do you want the job

Applying for the position

- Be true to who you are and what you want
- Search the role a little more
 - Goggle company
 - Linkedin
 - Insights
- Submit for the position
 - Spend about 30 min. to one hour every day
 - Keep track of the positions you've applied for (List)
 - Name of company, title of position, date submitted, what was submitted
- Do not get discouraged
 - Attend network events
 - Attend in person job fair
 - Attend virtual job fair
 - Ask your family, peers, friends about your job search

You've been selected for a interview!!!!

- Yay!!!
- Research about the company! Get details, how they started, what do they do, what's their future look like, who is running the company, where is the main office located.
- Is it a virtual meeting?
 - Ensure you have platform ready
 - Audio and video ready
 - Sign in 5-10 min. before your appointment
 - Be aware of your surroundings (noise, background)
 - Dress accordingly / be presentable
- Find a location free of distractions
 - Post a "do not disturb" sign
- Is a face to face meeting
 - Know exactly how to get there, time your self correctly (traffic, California!)
 - Ensure you have transportation, get a back up plan in case.
 - Dress accordingly/ be presentable
 - Arrive 5-10 min. early

During the interview

1. Ask your questions too!
 1. Prepare those questions ahead of time
 1. Opportunity for “career” advancement
 2. Opportunity for increase in compensation
 3. Benefits: time off, pet insurance, vision etc.
 4. What does training look like
2. Be prepare for interviewer to ask you about:
 1. Experience of course!
 2. Commitment to the role (why)
 3. Future goals
 4. Wanting to know you
3. Are the company Values a match to yours?
 1. Yes it is o.k. to inquire about this during the interview process.
4. Walk away know what the next step is
 1. Call back
 2. Assessments
 3. Additional interviews

The interview process

- Immediately update your “list”
- Was there a question you did not ask about?
- Be clear on the next step
- If comparing other opportunities:
 - Make a comparison list
 - Look for long term
 - Pros/Cons

Interview process II

- You are asked to take the next step!
- Review your notes from your “list”
- Prepare for the next step:
 - In person
 - Assessment
 - Test
 - Background process

The job offer!!!

- Yay!!! Congrats!
- Before signing:
 - review the details of the offer
 - Start date (commitment by both parties)
 - Benefits etc
- Ask about the training
 - What does the first 90 days look like

Have a very successful first 90 days!

- You know lots of details already
 - Know what is expected?
- First day:
 - Orientation
 - Bring all necessary documentation
 - Meet & greeting team members
 - Be open minded
 - Observe & Learn
- Ask what the first week is all about!
 - This will assist you in preparing
 - Meeting other team members
 - What to bring with you each day

Policies, Procedures and more...

- Take the time to read the handbook
 - Stand alone policies
 - SOP- Standard Operating procedures
 - Information from Orientation
- Who do you go to for any questions
- Concerns?
- Get updates on your training process

First 90 days focus:

- Observe & Learn
 - Be open minded about current practices
- Meeting your training objectives
 - Timing & feedback is important
- Make an independent assessment of the work environment
 - Others input
 - Gossip

First 90 days.... For Employers:

- Re- assess your on-boarding approach
 - Changes in the work environment in last 2 years?
- Re-asses your training process
 - Get practitioners involved in creation
 - Reasonable?
- Provide feedback and receive feedback
 - Timely feedback is a must
 - Open to two-way dialog
 - Open to suggestions

True Partnership.....

- Commitment
 - Employer
 - Employee



Thank you

Vilma Brager

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