

INTRODUCTION

Mark Pugh is an Iron Forums Facilitator for Alpharetta, and has years of experience leading the operations of few companies. Much of his duties revolved around our greatest assets: employees. HR is an important part of any growing company, and I think we can all agree that the hiring...and firing...of our teams can be daunting without a solid plan. We hope you'll learn from the stories and take away the tips that Mark shares in this content module. If you'd like to ask Mark for any further advice, you can find him in the Iron Forums member directory at IronForums.org

SCRIPTURE

Be shepherds of God's flock that is under your care, watching over them—not because you must, but because you are willing, as God wants you to be; not pursuing dishonest gain, but eager to serve; not lording it over those entrusted to you, but being examples to the flock.

— 1 Peter 5:2-3

... but everything should be done in a fitting and orderly way.

- 1 Corinthians 14:40

Commit to the Lord whatever you do, and he will establish your plans. — Proverbs 16:3

CONTENT

This is just an outline. Be sure to add your thoughts and listen to the Holy Spirit to see what He may be speaking to you about this topic.

Why do small business owners need to think about HR a little more carefully?

HR is really about "How are you driving culture?"

"Culture Eats Strategy for Breakfast."

HR supports your corporate values — it is important.

Tips for Small Business Hiring

Get your team involved

Have a game plan ahead of time (assign who asks which questions)

Make sure you have a way to determine the values of the person you are interviewing

Make the prospect feel at home

Check the social media accounts of your prospect and look at their contacts (or hire somebody who can)

Ask for their response within a couple of days — if they're truly interested, they'll be prepared to act quickly



Onboarding Tips

Set up check list of what the new employee needs (keys, email signature, access to benefits, etc.) Have the HR manager and new employee to initial so they understand their will be accountability Connect new employees to an "office buddy" or a mentor to help them navigate the company Create a 90-day review to get candid feedback, and see how quickly they can adapt and change Ask them 5-6 questions about culture and the onboarding process while they are new!

DISCUSSION QUESTIONS

- 1. Discuss the concept of "Culture Eats Strategy for Breakfast" and then discuss the connection between culture and Human Resources as Mark laid it out.
- 2. How do you go about finding and hiring new employees? Do you use a 3rd party, or do you have an internal process? Or, do you just kind of "wing it?"

- 3. Which of the tips Mark provided for hiring do you think would be most helpful in hiring for your company?
- 4. Which of Mark's onboarding tips are you currently using? Which ones should you consider adding?