

Staffing Essentials

Brand: Resources
Product Code: 10STAFF1.0

Price: \$124.00

Short Description

Tired of searching for specific answers regarding staffing issues? A how-to guide for recruiting and hiring, Staffing Essentials is a must-have resource for those responsible for paid and volunteer staff!

Description

Tired of searching for specific answers regarding staffing issues? *Staffing Essentials*™ is the perfect resource for those responsible for staff — whether paid or volunteer. Staffing Essentials puts the Christ-centered practices for proper employee dynamics at your fingertips, from hiring, job descriptions, performance reviews, and terminations to practical help with organizational structures, valuing volunteers, and more.

Features:

- A how-to guide for recruiting and hiring
- Policies and procedures for your center's personnel structure.
- Sample job descriptions, performance reviews, and exit interviews.
- Ideas for nurturing your staff and volunteers.
- Important steps to take when termination is necessary.
- Companion downloads with reproducible forms.

Table of Contents

CHAPTER 1:

INTRODUCTION.....	1
FIVE REASONS TO FOLLOW GREAT PRACTICES.....	3

1	
Scripture.....	
. 3	
2 Ethics	
.....	3
3 The Law	
.....	3
4 Practicality.....	
..... 4	
5 Professionalism	
.....	4

CHAPTER II: SUBSTANTIATION

.....	7
EVALUATION OF NEEDS.....	7
Projecting Growth	
.....	7
Evaluating Resources.....	8
Calculating Opportunity Cost	
.....	9
EXPLORATION OF SOLUTIONS.....	10
Designing Staff Positions.....	11
Preparing Job Descriptions.....	13
Determining the Type of Staff Needed	
.....	16
Distinguishing the Exemption Status of Employees	
.....	19
Establishing Employee Compensation	
.....	20
Establishing Employee Benefits	
.....	22

CHAPTER III:

SEARCH.....	27
THE NO-SEARCH SOLUTION.....	27
SEARCH COMMITTEE	

.....	29
Searching for An Executive Director.....	29
Searching for Supporting Staff.....	30
Searching for A Medical Director.....	30
PROMOTION OF THE POSITION.....	31
Using The Right Terms.....	31
Advertising in the Right Places.....	32
APPLICATION PROCESS.....	34
Collecting Resumés and Applications.....	34
Evaluating Applicants.....	35
INTERVIEW PROCESS.....	36
Preparing Interview Questions.....	36
Conducting Interviews.....	38
Designing Evaluation Tools.....	42
VOLUNTEER RECRUITMENT.....	43
Creating An Upbeat Message.....	44
Sharing Your Sincere Passion.....	45
CHAPTER IV: SELECTION AND NEW-HIRE PROCESS	47
LEGAL CONSIDERATIONS.....	47
ADDITIONAL INFORMATION FOR SELECTION.....	48
Checking References	

.....	49
Conducting Background and Credit Checks.....	51
EMPLOYEE SELECTION	51
NEW-HIRE PROCESS	52
Preparing Employment Contracts and Letters.....	52
Notifying the Candidate	53
Using Employment Forms	54
VOLUNTEER SELECTION.....	55
 CHAPTER V:	
SHEPHERDING	59
DIRECTION.....	59
SERVANT LEADERSHIP.....	62
CULTURE	63
Inspiring A Culture of Relationships	63
Unifying Through Culture.....	63
Resolving Conflicts and Promoting Reconciliation	64
Using The LOVE Approach to A Culture of Peace and Unity	67
STAFF SUPERVISION.....	69
PERSONNEL POLICIES AND PROCEDURES.....	71
Developing the Rationale	71
Deciding Who Makes the Rules	72
Establishing the	

Approach.....	73
Defining the Scope of the Personnel Handbook	74
Exploring Options for Personnel Policies and Procedures.....	75
Exploring Approaches to Compensation	83
Establishing Benefits	88
Establishing Policies and Procedures for Office Operations.....	100
Setting Expectations for Performance and Workplace Behavior	112
Working Through Complaints and Grievances.....	121
Ending Employment -- Separation.....	126
VOLUNTEERS	131
 CHAPTER VI:	
STEWARDSHIP.....	133
ORIENTATION	133
STAFF DEVELOPMENT.....	134
Training New Staff	134
Ongoing Training	136
ENRICHMENT, REWARDS AND CELEBRATIONS.....	136
PERFORMANCE REVIEW.....	138
Involving The Right People.....	139
Understanding the Rationale and Objective.....	139
Choosing a Process.....	140
Establishing Timeframes	142

Developing Useful Tools and Formats	142
Exploring Creative Ideas for Reviews.....	144
COMPENSATION AND BENEFITS REVIEW	148
EMPLOYEES WHO ALSO VOLUNTEER.....	149
CONFLICT RESOLUTION AND RESTORATION	149
GRIEVANCE PROCESS	150
COMMUNICATION.....	150
VOLUNTEERS	151
Equipping Your Volunteers.....	151
Evaluating Your Volunteers	153
Retaining Your Volunteers.....	154
CHAPTER VII:	
SEPARATION.....	157
RESIGNATION.....	158
Managing the Exit interview.....	158
Finalizing Pay and Ending Benefits	159
TERMINATION OF STAFF.....	159
Dealing with Contractual Agreements	161
Evaluating Legal Grounds for Firing.....	162
Taking Immediate Termination Action.....	163
SEVERANCE BENEFITS.....	164
Navigating Unemployment Compensation	

.....	165
Terminating Benefits and Paying Accrued Vacation	
.....	165
CONFIDENTIALITY AND REFERENCES	
.....	165
DOCUMENTATION	
.....	167
ALTERNATIVES TO FIRING	
.....	167
Giving Feedback and Creating Opportunities to Improve	
.....	167
Redesigning the Job Description.....	
168	
Changing the Reporting Structure	
168	
Offering Outside Help or a Leave of Absence	
.....	168
Resigning by Mutual	
Agreement.....	169
VOLUNTEERS	
.....	171