

HEADS UP!

**HR NEWS
YOU NEED TO KNOW!**



In This Issue

The Cost of Hiring	Page 2
Stay Interviews - What the heck is that?	Page 3
CDC COVID-19 Quarantine Calculator	Page 4
ETS Amended Again!	Page 4



THE COST OF HIRING



Like everything else these days, the cost of hiring is seeing a sharp spike. With the great resignation looming around us, attracting talent is becoming increasingly more expensive knocking some employers for a loop. Hiring employees is an expensive proposition and the fHRm wants to help shed some light on what all goes into hiring.

Recent survey data compiled by the Society of Human Resource Management (SHRM) indicates that it costs employers between \$4,700 and up to 3 or 4 times a position's annual salary. YIKES! If we take the latter part of this data, a position with a salary of \$65,000 could cost you \$260,00 to fill that one role. You are probably asking how can that be? How could a \$65,000 salary balloon to \$260,000?

Let's break it down. Using our example above 30%-40% of those hiring costs are allocated to hard costs, while the remaining 70%-60% are for soft costs. The intangible soft costs of hiring are often not factored into the recruiting budget.



Soft costs can be categorized as:

- Lost Productivity – each day the position is open costs the employer money.
- Unqualified Candidates – time spent considering and interviewing unqualified candidates is money
 - develop a method to quickly identify qualified candidates
- New Employee Ramp-up – while no employee is ready to go when they walk in the door automating onboarding processes will save time and allow them to jump right into training and start contributing that much sooner.

Hard Costs are tangible and can be controlled easily, such as:

- Job Posting Sites – with social media, if your HR team is adept at using your platforms to promote your job openings, you can avoid or greatly reduce these costs.
- Company Website – utilize your company's website to post open jobs. Point people to your website in your social media postings
 - you'll still have to pay someone on your staff to manage this but on the bright side, you won't have to pay any job posting sites.
- Salary and Benefits – this is one area you can't really get away from. If you want to build a strong, knowledgeable, and productive team, you will have to offer competitive wages and review your benefits and perks.

Let's face it, recruiting is necessary, but with a good HR team, you can keep your costs in line and often implore time-saving processes to help fill your open positions quickly with the right candidate.



STAY INTERVIEWS

WHAT THE HECK IS THAT?

Open and productive communication has always been a key to gauging employee morale, managing performance, creating a culture where employees embody the company's mission and values and enjoying what they do.

During an employee's lifecycle we often hear about exit interviews. Exit interviews are used to find out why an employee has decided to leave and perhaps what you could have done to avoid their resignation. What if we could turn the tides and stop a resignation before it happens? Stay Interviews are meant to do just that!

If you are already having regular 1-2-1 meetings, you are off to a great start. During your 1-2-1s, casually incorporate questions like:



- What is the best part of your job?
- What part of your job would you cut out immediately if you could?
- What keeps you coming back each day?
- What do you look forward to most when you come to work everyday?
- When was the last time you thought about leaving the company?
- What situations made you think of leaving?
- Would you recommend our company to your job-seeking friends? Why? Why not?
- As a manager, what could I do more or less of?
- Do you feel valued and recognized in the company?
- What are we currently not doing as a company that you feel we should?
- Do you have enough tools and resources to do your job properly? If not, what's missing?
- What software/tool should we stop using right now? Why?



Be sure not to turn this into a formal hard-hitting interview, pepper one or two questions in during each meeting, and don't dominate the meeting with these questions. The goal is to get a pulse on how your employee feels about the company, their place in the company, and their job. If you can amplify the good aspects of what the employee enjoys and find ways, if appropriate, to turn the negative experiences around, maybe, just maybe you can create career longevity and stem any turnover that may be in the works.

CDC COVID-19 QUARANTINE AND ISOLATION CALCULATOR



In an effort to remove the stress of employers having to decide if an employee should quarantine or isolate when they are positive for COVID-19 or have been in close contact with someone who is positive with COVID-19, the CDC has developed a calculator to make this process easy peasy.

Go through the interactive process at

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

to find out when you or your employee should stay home, for how long, and what safety precautions, if any, you must take when returning to work.



ETS Amended Again!

On April 21st, Cal/OSHA adopted its third iteration of its ETS plan. The current version that became effective on January 14th will expire on May 5th. The newly amended ETS will be effective on May 6th and expires on December 31, 2022. In the 3rd edition of the ETS, there are quite a few amendments such as:

- Definition on what is considered a valid COVID-19 test
- Acceptable face coverings
- Adoption of the California Department of Public Health's guidance on close contacts, quarantining, and isolation
- Respirator requests
- Weekly testing of employees who are medically exempt from wearing a face mask
- Elimination of cleaning and disinfecting procedures
- Testing during a major outbreak



**If you have an ETS plan in place, make plans to update it before May 6th.
The fHRm can help! Call us today!**