



# Supervisor Connection

June 2017



A true leader has the *CONFIDENCE* to stand alone, the *COURAGE* to make tough decisions, and the *COMPASSION* to listen to the needs of others. ~Douglas McArthur

## EMPLOYEE ONBOARDING

Effective employee onboarding has a positive domino effect: It ensures that new hires feel welcome and prepared in their new positions, in turn giving them the confidence and resources to make an impact within the organization, and ultimately allowing the company to continue carrying out its mission. Do you have a checklist to guarantee your onboarding process runs smoothly? Below are some rules for effective onboarding from Careerbuilder.com:

1. Give a written plan of employee objectives and responsibilities
2. Give the new employee your undivided attention
3. Have relevant paperwork ready
4. Introduce the new employee to the other staff members (this is a good time to introduce a mentor!)
5. Make sure employee's workstation, phone, equipment, email, login, etc. is ready for their arrival
6. Schedule one-on-one time to regularly connect with new employee
7. Provide the employee with office or department information such as policies, dress codes, handbook
8. Think beyond the first day! Solicit feedback and ask questions on a regular basis.

According to *The HR Weekly*, The cost of bad onboarding are increased turnover, diminished productivity, reduced employee engagement, loss of respect for management and the company and degradation of the office reputation. So make your onboarding process a priority!

## IMPORTANT REMINDER

When an employee resigns please **send the resignation letter to HR immediately!** It is vital that we get notice that an employee is leaving as early as possible to insure benefits and insurance information is correct.



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**Genesee County Human Resources and Labor Relations**

[www.gc4me.com](http://www.gc4me.com)

**Phone: 810 257-3034 Fax: 810 768-7097**

## **SUPERVISOR TRAINING OPPORTUNITIES**

Below are classes **especially for supervisor development**. There are numerous other subjects that you can access anytime via computer based trainings. Contact [Amy Alexander](#) for more information:

### **JULY**

7/12/17—PER121 Government Ethics for Supervisors

7/19/17—PER122 One Leadership Style Does Not Fit All: Situational Leadership for Supervisors

### **AUGUST**

8/04/17—PER123 Planning and Organizing for Supervisors

8/08/17—Managing Employee Performance

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**IMPORTANT! There is still time to sign up for:**

6/27/17—So Now You're the Supervisor **\*\*Highly recommended for new supervisors!**

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To register for any of these classes, or if you feel you need help in an area not listed above, contact Amy Alexander at:

(810) 766-6578 or [aalexander@co.genesee.mi.us](mailto:aalexander@co.genesee.mi.us)

Please encourage *your staff* to attend the employee trainings offered by Oakland County. Dates for employee trainings are listed in the HR News.

### **Which Forms Do I Use??**

When an employee leaves or a new hire starts, do you get confused on which forms to send to HR?

Below please find each form, and the appropriate time to use it:

- **Notice of Separation:** ONLY to be used if an employee separates from Genesee County *entirely*. Not to be used if the employee transfers to another department in the County.
- **Notice of Appointment/Transfer:** To be completed by the department that hires the employee. Also to be used when an employee transfers *within* your department
- If an employee leaves your department for another department in the county, you do NOT have to fill out any forms!



### **New Supervisors!**

Andrea Legendre—Prosecutor's Office

Kevin Sprague—Office of the Sheriff

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