Hiring and Onboarding Skills for SEMP Leaders
Innovations in Employment Supports

Distance learning protocol

- Attendees must be on time. Late arrivals will need to reschedule.
- Do not take or make phone calls. Avoid having conversations with others around you.
- Keep your camera on and your full face visible. Avoid walking around with your device.
- No smoking or vaping on camera.
- Keep your device muted when you are not speaking to group.
- Only 1 person per device.
- Sit close to your keyboard in order to participate. 100% participation in required (chat discussions, poll questions, etc.). Be sure to UPDATE ZOOM.
- Must attend the full day or 2 days as scheduled to receive credit.
- Driving or riding in a vehicle or on the subway is not permitted.
- Utilization of cellphones is not permitted. Usage of a tablet is allowed in landscape view.

Please type your full name in the chat box to “EVERYONE”
Today's Agenda

- Recruiting
- Hiring
- Onboarding

Hiring New Employment Support Professionals

- Step 1. Recruit
- Step 2. Interview
- Step 3. On-Boarding

Are We Standing On What We’re Trying To Lift?

Are your job postings accurate? Appealing? Drawing attention?

— John O’Brien

NOW HIRING
ON OUR TEAM
APPLY NOW
The Trouble With Job Ads
- Perceived vs. real time spent reviewing job postings
- Job seekers look first at the job title, then company information, then salary and some other details
  - 14.6 seconds reading requirements
  - 25.9 seconds reading description
  - 23 seconds reading company description

Step 1. Recruit
Write Job Posts That Attract
- Keep it concise
- Be careful of getting too casual
- Let candidates know what’s in it for them
- Don’t spend too much time talking up your company
- Define exactly what success looks like
- Get your job post up early in the week
- Use gender-neutral words for greater diversity

Strategies for Recruiting Employees
- Treat candidates like customers
- Use social media
- Implement an employee referral program
- Create compelling job descriptions
- Check resumes posted online
- Attend industry-related meetups
Hiring New Employment Support Professionals

- Step 1. Recruit
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Components of a Good Job Match

K + S + A

APPLICANT VS JOB EXPECTATIONS

General Requirements

- Education
- Driver's license / reliable vehicle
- Drug test / fingerprinting / background check
- Previous experience
- Writing skills
- Technology skills
- Availability / flexibility
- Others?
Work Characteristics Unique to Employment Services

• Working “in the field” for most of the job
• Interface with a variety of stakeholders
• High focus on relationship building
• Ability to market services to others
• Ability to provide excellent customer service
• Training others “in the field”
• Extensive and ongoing documentation
• Ability to work independently

What are you interviewing for?

How will you assess and measure:

✔ Skills?
✔ Knowledge?
✔ Abilities?
Describing What You Want

Be a Good Interviewer

Interview Best Practices: Do vs. Don’t Do

Breakout Exercise

What are 3+ qualities, skills, or knowledge that you want in a new hire?

Create questions that will give you information regarding your requirements

Successful Onboarding—it’s Important

- Influence and positively reinforce employment decisions
- Ensure compliance
- Establish a sense of connectedness with the organization
- Enable the new hire to contribute as quickly as possible

Length of Formal Onboarding Programs

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<td>2%</td>
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In the Beginning

- The training process ensures that the new hire feels welcomed, comfortable, prepared, and supported.
- These feelings increase the new hire's ability to make an impact within the organization, both immediately and over time.
- Employee success leads to satisfaction and retention, which allows the organization to continue to meet its mission.

Step 3. Onboarding

New Employment Support Professionals

What do they need to know before they provide supports?

Staff Development Strategies

Organizational and Departmental
- Mentoring
- Shadowing
- Coaching
- Job assignments
- Professional organizations
How do you support employees to be successful with Innovations courses?
Step 3: Onboarding

The service provider must maintain documentation that annual continuing education requirements are met.

Staff must obtain at least 6 hours of continuing education (Innovations), every year thereafter.

Staff must complete 24 hours of Innovations training within their first year of employment.

The service provider must maintain documentation that annual continuing education requirements are met.

OPWDD’s Innovations in Employment Support Trainings

Introduction to Employment

Discovery: Assessment and Planning

Effective Job Coaching

Basics of Business Engagement
Supporting Staff in Learning Virtually

• Select courses in an order that will make sense
• Ensure employees have proper technology to participate
  • Reliable computer/tablet
  • Speakers/Mic/Camera
  • Reliable internet
• Prior to training, ensure employees can use equipment and are familiar with Zoom
• Review Eleversity Virtual Learning Protocol
• Expectation of being prepared and on time
• Discuss how each course will connect with their services
• Instruct on how to proceed with connection or schedule issues [585-340-2051]

Step 3: Onboarding

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Contact Information

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