

6 Important Steps Of The Employee Lifecycle

From recruitment to departure, each phase represents unique opportunities and challenges for both the employer and the employee. Understanding this lifecycle is essential for creating a productive and positive work environment. UST Workforce Solutions offers the right tools and resources necessary to help nonprofit employers like you effectively manage their workforce while enhancing employee engagement and ensuring the organization's long-term success.

1. RECRUITMENT AND SELECTION

Recruiting in the nonprofit sector is vital as these organizations rely heavily on their employees to achieve their missions. Effective recruitment strategies ensure that nonprofits attract individuals who are not only skilled but also deeply committed to the cause. By hiring the right talent, nonprofits can enhance their operational efficiencies, foster innovation, and drive impactful initiatives. Given the often limited resources, nonprofits must be adept at identifying and attracting candidates who align with their values and objectives, ensuring sustainability and growth in their service to the community.



- Job Description Builder
- Employee Classification Tool
- Salary Benchmarking
- Recruitment Resources
- Recruiting Checklist
- Importance of New Hire Assessments
- Interviewing 101
- Nonprofit Interview Checklist
- Creative Workplace Benefits
- Pre-Employment Inquiry Do's and Don'ts

2. ONBOARDING AND INDUCTION

Onboarding sets the tone for new hires' experiences within the organization and helps accelerate their ability to contribute and be successful from the onset. This phase involves systematically introducing new staff to the organizational culture, policies, and their specific roles. A well-structured onboarding program helps new employees feel welcomed and valued, fostering a sense of belonging. By taking the time to invest in a comprehensive onboarding program, organizations lay the groundwork for long-term success.

- Interactive Employee Handbook Builder
- Thousands of Sample Forms and Policies
- New Employee Orientation Checklist
- Employee Onboarding Checklist
- Organizational Chart Template
- 30-60-90 Day Onboarding Plan
- 30-Day Employee Onboarding Survey
- Ways to Make New Hires Feel Welcome



3. TRAINING AND DEVELOPMENT

This phase is pivotal to employee retention, especially within nonprofit organizations where resources can be limited but the need for a committed and well-equipped workforce is ever-present. Professional development programs that align with personal career goals also foster a sense of loyalty and commitment, as employees can see a path for advancement within the organization. Investing in training and development not only enhances individual performance but also builds a more competent and versatile team, ultimately driving the organization towards its mission more effectively.



- 300+ Employee Training Courses
 - Harassment
 - Compliance & Legal
 - Professional Development
 - Workplace Safety
 - Customer Service
- Essential Employee Training Topics
- Basics of Creating a Training Program
- Employee Training Log
- Employee Training Guide
- Steps to Implement a Mentoring Program

4. PERFORMANCE MANAGEMENT

Unlike for-profit entities, nonprofits often operate with limited resources, making it essential to optimize each employee's contributions. Regular performance reviews and ongoing feedback help align individual efforts with the organization's mission, ensuring everyone is working towards common goals. Performance management provides a structured approach to recognizing achievements and identifying areas for improvement, which is crucial in maintaining high morale and motivation.

- Keep Employees Performing at their Best Guide
- Manager-Employee Check-In Form
- Performance Appraisal Checklist
- Performance Appraisal Form
- Performance Review Questions
- Performance Improvement Plan (PIP)
- Performance Management Guide
- Disciplinary Action Notice



5. RECOGNITION AND ENGAGEMENT

Nonprofits rely heavily on their employees' intrinsic motivation and commitment to the cause, making it essential to acknowledge their efforts and keep them engaged. Engaged employees are more productive, innovative, and likely to stay with the organization. A supportive work environment that values open communication and team-building activities fosters a sense of belonging and purpose among the staff. By prioritizing recognition and engagement, nonprofit employers can enhance job satisfaction, drive mission achievement, and ensure longevity.



- Guide to Improving Retention
- Employee Suggestion Form
- Employee Referral Program
- Employee Benefits Survey
- Stay Interview Form
- 6 Employee Engagement Best Practices
- 7 Tips to Keep Employees Mentally Sound
- Employee Engagement Checklist
- Employee Engagement Surveys
- 5 Creative Ways to Celebrate Your Team

6. OFFBOARDING AND EXIT

Effective offboarding processes bring numerous benefits to both nonprofits and their exiting employees. For the organization, a structured offboarding strategy helps ensure a smooth transition that minimizes disruptions. For exiting employees, a thoughtful offboarding process demonstrates the organization's respect and appreciation for their contributions. Providing career transitioning services also supports their transition to new roles, promoting a sense of goodwill, ambassadorship, and their continued support of your nonprofit.

- Outplacement & Career Transitioning Services
 - One-on-One Career Coaching
 - Career Assessment Testing
 - Interview Exercises
 - Resume Builder
 - Exit Interview Form
- Employee Layoff and Termination Guide
- Stay and Exit Interview Checklist
- Involuntary Termination Checklist



HOW WE CAN HELP!

Since no nonprofit employer is alike, UST offers essential HR, workforce and unemployment funding, and administration solutions that meet the unique needs of nonprofits nationwide.

Over 2,200 nonprofit employers saved more than \$59M in HR and unemployment claims costs with UST Workforce Solutions in just one year alone.

Our programs are designed to safeguard nonprofits by providing:

- **Online unemployment claims management tools:** to help ensure you never miss a deadline
- **Live comprehensive HR support:** a team of HR experts standing by to answer your questions
- **State-specific policy alerts:** to stay on top of evolving legislation
- **300+ on-demand training courses:** to build a resilient workforce and improve skills
- **Outplacement services:** to help get separated employees back to work faster

Through your membership with the New Hampshire Center for Nonprofits you can receive these exclusive UST benefits:

- Free 60-Day Trial of UST HR Workplace
- Complimentary Unemployment Savings Projection
- Discounted UST HR Workplace Subscription
- Exclusive UST Content and State-Specific News



Discover your savings potential and learn how UST can help your nonprofit save valuable time and money by visiting us online at www.chooseust.org/nhcn/eval or simply scan the QR code.

Use priority code "2024NHCCN-INFO" when submitting the form and be sure to mention your affiliation with one of our partners to receive your exclusive member-only benefits!