
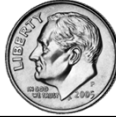





Program Description

- Have you ever wondered how other HR professionals “do it”? You know, those who manage to keep their head above water when they have zero help on a day-to-day basis? Do you sometimes feel like you are all alone? Are there **resources available to you, on a zero budget basis** that will save you time? What can you do when the boss says they want you to get some HR education and you don’t have any time?
- Spend some time with HR professional who **“have been there, done that”** and worked with folks in similar circumstances every day. The information gained in this one hour and fifteen minute program will be invaluable to improving your role as the only HR professional in your workplace.
- Hear from two HR pros who have both run a one-man shop. They have walked a mile in your shoes. Our mantra is **“get it for a dime... and get it on time!”**

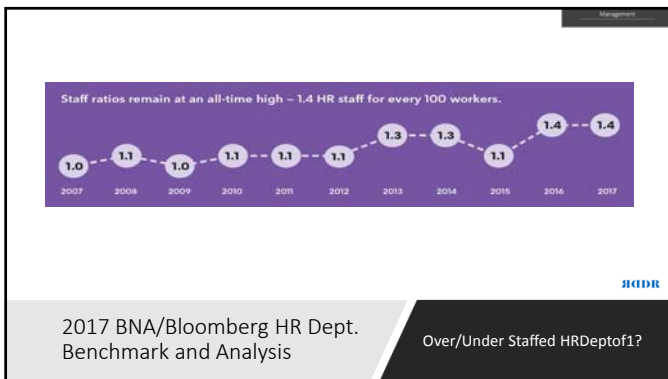
Learning Objectives

- They will learn how to be **more prepared** for the demands of their job and how to make a **positive impression** on others in the organization.
- They will learn how to organize the job of HR into three (3) manageable segments such as:
Management, Staff & YOU!
- They will be provided **tips and tricks** which will help the single-person HR shop figure out how to prioritize their work, and what to try to contract with a consultant.







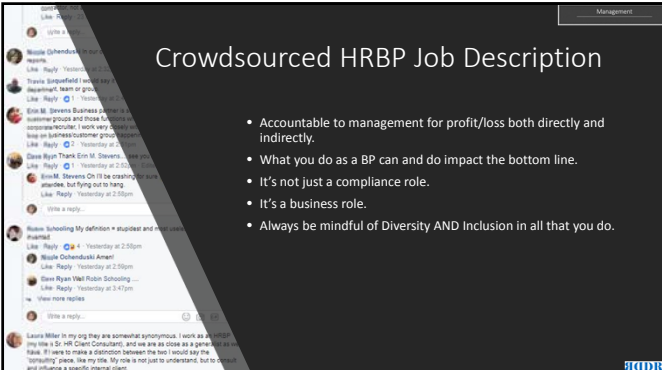


2017 BNA/Bloomberg HR Dept. Benchmark and Analysis

Over/Under Staffed HRDeptof1?

Crowdsourced HRBP Job Description

- Accountable to management for profit/loss both directly and indirectly.
- What you do as a BP can and do impact the bottom line.
- It's not just a compliance role.
- It's a business role.
- Always be mindful of Diversity AND Inclusion in all that you do.




Comments:
 Trace Sparshfeld: I would say...
 Erin M. Stevens: Business...
 Steve Ryan: Thank Erin M. Stevens...
 Erin M. Stevens: Oh it is...
 Robin Schoening: My definition...
 Laura Miller: In my org they are somewhat...
 JDDB

Basic Metrics

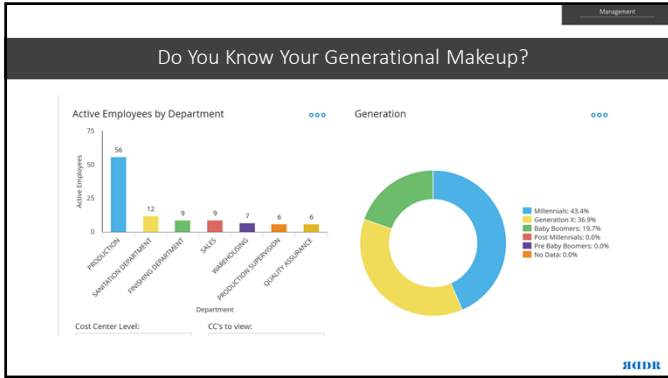
What we are tracking		HR Data	What we are tracking		Sales Data
How many Widgets do we build each week		8472	Total Revenue per week	\$	237,906.00
Our total number of employees is		73	Our total number of employees		73
Widgets per employee per week		116.1	Revenue per employee per week	\$	3,258.99
Widgets per employee per day		23.2	Revenue per employee per day	\$	651.80
Call center -->> calls per week					
Des. Office -->> Patients seen per week					

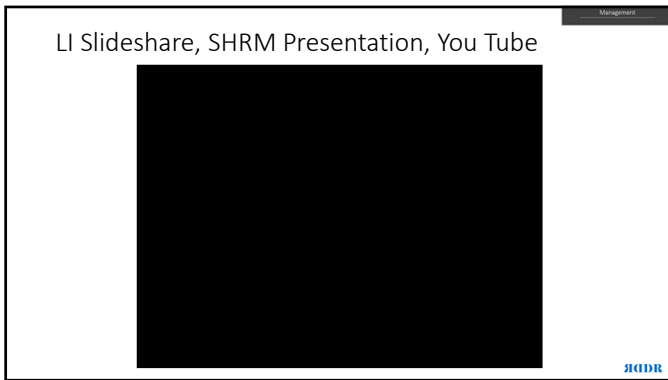
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- Keep Track
- Monitor



JDDB

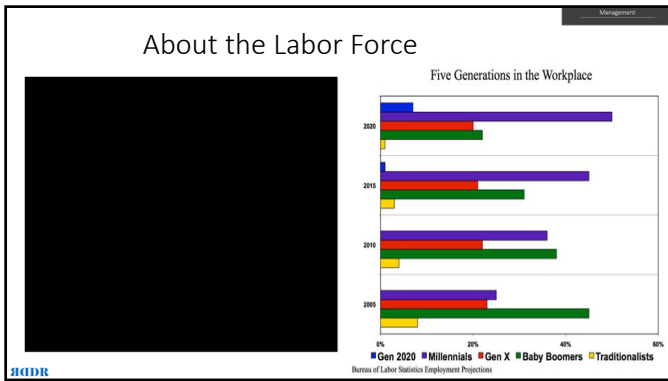




HR Trends

- Five Generations in the Workplace
- Workplace Flexibility
- Work Life Balance
- Rising Cost of Benefits

<https://www.shrm.org/hr-today/news/hr-magazine/0817/pages/6-trends-that-changed-hr-over-the-past-decade.aspx>



- ### Delegate, Delegate, Delegate
-
- Compliance
 - Employment Branding
 - Engagement
 - Job Descriptions
 - Recruiting
 - Safety
 - Training
- Management
- HRDR

- ### Protect Your Organization
-
- Directors & Officers Insurance (D&O)
 - and Employer Practices Liability Insurance (EPL)
 - Train Your Hiring Managers
 - Question Do's & Don'ts
 - Background Check Bias Potential
 - Social Checks
 - "Google" Candidates
 - Passwords
- Management
- HRDR



I'm with the Government and I'm here to help you!

- DOL
- DOT
- EEOC
- EPA
- FDA
- Fire Marshall
- IRS
- NLRB
- OFCCP
- OSHA



JGDR

Compliance



FREE Safety Training Resource

CSB
The Chemical Safety Board investigates major chemical accidents. The videos they generate make FABULOUS training material.
The Illinois Incident




Scare Tactics

- Posters
- Wage & Hour Division of DOL (WHD) App

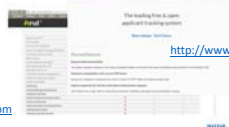


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Recruiting, Selection & On Boarding






Free Sources! **Electronic Recruiting** More...Electronic Recruiting



<http://www.opencats.org/>

lcnuit.com



More Free ATS Sources

RDDR

Other Social Recruiting Platforms

- Pinterest
- Instagram
- Facebook
- Google
- [Snapchat](#)
- Twitter
- You Tube
- SlideShare









Use #Jobs

71% of Snapchat users are under 25 years old.

RDDR

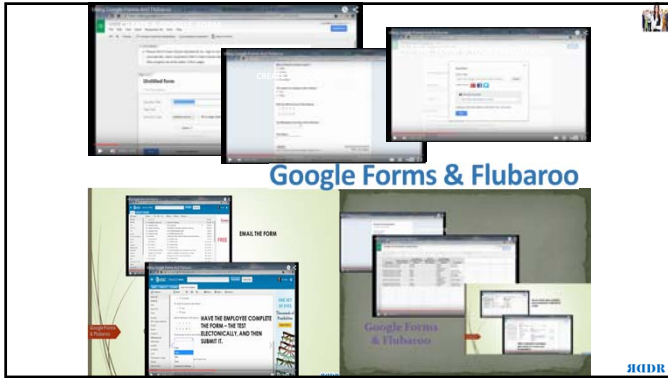
Training

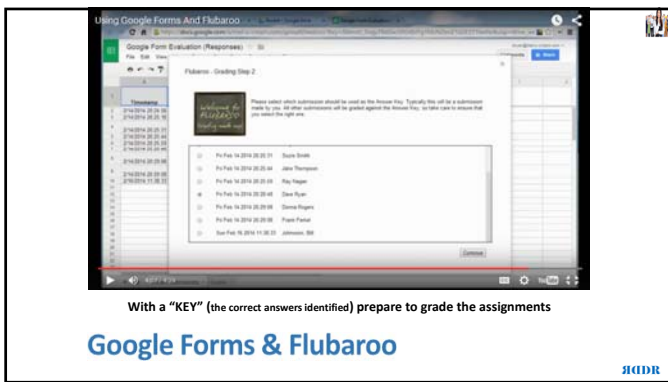
Free Solutions To Training Administration

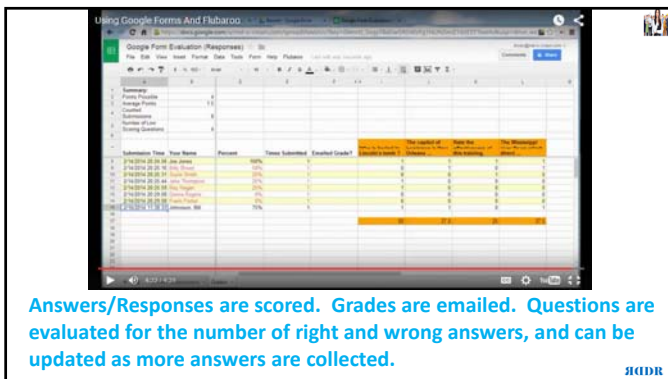
- Using **Google** Spreadsheets and
-  or Employee Training

<http://youtu.be/Hhalemcz53w>

RDDR









Google Docs

- Fork Lift Training/Testing
- Inspections
- Accident Reports

Yeah it's Free!



<http://bit.ly/1d2x22w>



Clint Swindall

The Engagement Challenge



LIVING FOR THE WEEKDAY



ALL BEGS
NEED TO BE
UNDEVELOPED
BY
NEXT
THURSDAY

YOU

Improve Yourself How?




Compensation Decisions

- Compensation Philosophy
- Market/Going Rate - Fully Trained & At Least Meets Performer
- Lead - Lag - Match Market
- Pay Level - Administration of Pay - Pay Raises

Minimum-Midpoint-Maximum

Competitive Job Offers

Compensation

Do Not Use Same Database

3

PayScale.com
Salary.com *SAME AS*
MonsterSalary.com and
CareerLink.com
SalaryExpert.com *SAME AS*
CBSalary (CareerBuilder)
Simply Hired
State DOL Wages Sites
Trade Associations
YahooHotJob.com
Glassdoor.com

America's Career Infonet
BLS
Careeronestop.org
Dept. of Emp Security
Indeed.com *SAME AS*
JOBSTAR.com
JobBankUSA

Source: <http://www.recruiter.com/10-top-salary-databases-to-avoid-you-lose>

Wage Information: Heavy and Tractor-Trailer Truck Drivers

Yearly Wage Chart - Hourly Wage Chart - 2016 Wage Table

Zip Code: Enter Zip Code | City | State | Metro

Category	White	United States
High	\$43,200	\$39,500
Median	\$33,500	\$31,400
Low	\$25,700	\$24,100

* "High" indicates 90% of workers earn less and 10% earn more.
 * "Median" indicates 50% of workers earn less and 50% earn more.
 * "Low" indicates 10% of workers earn less and 90% earn more.
 * "Low" indicates the data is not available.
 Notes: Hourly wage data applies only to workers with full-time, year-round schedules. For salary information for part-time or part-year workers, see hourly wage data.

Occupation Description
 Heavy and Tractor-Trailer Truck Drivers Drive a tractor-trailer combination or a truck with a capacity of at least 20,000 pounds (gross vehicle weight rating). May be required to collect backhaul. Requires commercial drivers license.

Wage Information: Chemical Engineers

Yearly Wage Chart - Hourly Wage Chart - 2016 Wage Table

Zip Code: Enter Zip Code | City | State | Metro

Category	White	United States
High	\$117,000	\$117,000
Median	\$78,000	\$78,000
Low	\$59,000	\$59,000

* "High" indicates 90% of workers earn less and 10% earn more.
 * "Median" indicates 50% of workers earn less and 50% earn more.
 * "Low" indicates 10% of workers earn less and 90% earn more.
 * "Low" indicates the data is not available.
 Notes: Hourly wage data applies only to workers with full-time, year-round schedules. For salary information for part-time or part-year workers, see hourly wage data.

Occupation Description
 Chemical Engineers Design chemical plant equipment and develop processes for manufacturing chemicals and products, such as plastics, synthetic rubber products, isotopes, cement, paper, and pulp, by applying concepts and knowledge of chemistry, physics, and engineering.

The Job is Not Always What it is Cracked Up to Be

Challenges

- Agree to Disagree
- Personal Integrity
- Self Selection Out of the Company

HRM Code of Ethics

- Professional Responsibility
- Professional Development
- Ethical Leadership
- Fairness & Justice
- Conflicts of Interest
- Use of Information

Integrity

Credibility
Trust
Dependability

HR Academic Program Directories

HR Program Directory
A comprehensive directory of bachelor's and master's degree programs in Human Resources.

- Two online directories
- Masters degree programs
- Undergraduate HR programs
- Free access for SHRM & Non-SHRM members

Volunteer/Career Development

Where - Organization

- SHRM Chapter/State Council
- Local/State Chambers
- Toastmasters
- Red Cross
- United Way
- Or any Local Not-For-Profit
- Local Community College or High School

What - Job Descriptions

- Treasurer
- Public Relations
- Secretary
- Social Media
- Spokesperson

BA
BS
BBA
Other Bachelor's programs outside the U.S.
MA
MS
MBA
Other Master's Programs outside the US

<https://www.shrm.org/academicinitiatives/students/Pages/HRProgramDirectory.aspx>

Free Learning

Published May 11th, 2016 by @McNeely in Talent Management

Webinars

- HR Happy Hour
- Human Capital Institute Podcasts
- Human Resources for Small Business
- CIPD Podcast
- The CVA Report
- Lunch Conversation with Drive Thru HR
- Work Trends via Talent Culture
- HR Lattice
- The Best Part of My Job
- Hire Up Podcast
- The HR Kwik Radio Show
- Employment Law and HR Podcast
- RTW Nation
- Hiring on All Cylinders
- Workology by Blogging4Jobs

#HRChats

- #WORKTRENDS @MghamMbio @TalentCulture Wednesdays at 1 PM Eastern
- #JobHuntChat @JoshHock @JobHuntChat Monday at 10 PM Eastern
- #HirePro @MarkSobbitc @YouTen Monday at 10 PM Eastern
- #MeetChat @SHRMKayler @SHRM Wednesdays at 1 PM (Official SHRM hosted Chat)

Networking

Overall Networking

- Social Media
- Pick Up the Phone
- Email or Text
- Go to a Damn Social Event
- Rotary, Lions, Chamber, Schools, and Colleges
- Your local SHRM Chapter - 9 of them in Louisiana

Social Networking

- Quora
- Scoop It
- Tumblr
- Google Groups
- Linked In Groups
- About.com for HR
- etow.com is another site
- Blog posts from Michael Haberman at GrowthHR.com

Challenges



Rules for Survival

- Manage Your Time
- Don't let yourself get stressed out
- Adopt "Life Long Learning" value
- Remember
 - You're Not Alone
 - You're Not the First to Go through This
- Don't Be Shy
- Ask for Help
- Share Your Experiences with others

Begin With The End in MIND!



Open Your Own Development Email Account

HRDof1@Gmail.com



Wrap Up
Say What?

Everything Else!

- Parties
- Holiday Party
- Morning Coffee
- Maker
- Key Manager
- Fashion Police
- Smelly Employees
- Bathroom Stall Artist
- Cleaning Service
- Complaints
- Office Chairs
- Other department Complaints
- Truvs
- Selling Company Goods on Ebay

Other Duties as Assigned

JDDR

THANKS FOR BEING A GREAT AUDIENCE!

- [HR Official – PerformanceCreate.com](#)
- [HR Warrior – WomenOfHR.com](#)

HRWarrior: The HRWarrior is passionate about Human Resources Management!

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JDDR Everything We Gave You Costs Little to No Dollars **JDDR**
