The Employee Life Cycle

Recruit
- Determine need for position
- Develop/update job description
- Determine competitive pay for position
- Post/advertise role
- Screen/interview candidates

Hire
- Make conditional job offer
- Conduct reference checks
- Background checks
- Perform pre-employment drug screens and/or physicals (depending on job requirements)

On-Board
- Welcome new employee
- Complete new hire paperwork
- Educate on company culture, values, mission, policies and procedures

Evaluate
- Provide frequent job performance feedback
- Periodic 1:1 meetings with direct supervisor
- Goal setting and tracking
- Document performance expectations and progress

Develop
- Ongoing job training
- Training for new job responsibilities
- Tuition reimbursement
- Continuing Education Units (CEU)
- Tracking education and training through Learning Management System (LMS)
- NPMA’s Leadership program
- NPMA’s Mentorship program

Engage
- Annual employee feedback survey
- Fun events
- Benefits
- Time off programs

Off-Board
- Departure of employee
- Ensure compliance
- Exit interview
- Exit checklist