

The Employee Life Cycle



Recruit

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



On-Board

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



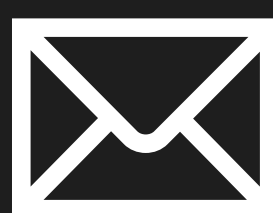
Develop

- 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



Off-Board

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



Hire

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



Evaluate

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



Engage

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



NPMA

National Pest Management Association

Our Mission is Your Protection