Goals
- To establish a dependable hiring "machine" with 80% success rate (successful 1 year)
- To foster employee satisfaction and AGJ Culture

The Search (see Recruiting SOP for additional details)
- Define role/job description and salary (the seat in the accountability chart)
- Post jobs using ZipRecruiter (and Monster if needed)
- Post Hire Select testing link and screen tests exceeding baseline (save resume and application)
- Begin search using above methods PLUS sphere/peers and LinkedIn

Interviewing
- Screen resumes…use social media as well
- Initial interview (check for values and GWC)(check social media as well)
- 2nd Interview and profiling tools (core values and GWC)
- 3rd Interview (Executive interview) plus group lunch (core values and GWC)
- Check references
- Lunch/Supper with candidate and spouse plus members of leadership team (if possible)

Hiring
- Create/send offer letter
- 8-hour on-the-job trial
- Decision
- 90-day trial/probation period (follow 30-60-90 checklist)

Onboarding
- Drug screen, background check, and credit check
- HR policy review and employee manual
- Setup in AGJ Domain, etc… (see Hiring SOP in this doc)
- Benefits review and complete forms (forms in SharePoint\HR\SOPs\New Hire)
- Job training
- CEO orientation (company story/core idealogy) and employee introductions
- Document employee birthday and anniversary with AGJ

Quarterly Conversations
- What's working, what's not?
- Review the 5-5-5 and People Analyzer (RP/RS)
- Review LMA questionnaires
- Delegate and elevate opportunities

Annual Compensation Reviews
- Manager fills out People Analyzer, including GWC in preparation for review
- Document the review and have it signed by all parties
- Employee needs to re-sign NDA/Non-Compete, Policies, and Handbook Review Form every year
- File the review with HR Department

Termination
- 3-Strike System (terminate on 3rd)
- Meet with employee (have HR and employee supervisor present)
- Exit interview
- Document termination and have it signed by all parties (see termination checklist)