Getting to zero

Strengthening Human Resource Infrastructure for HIV Organizations: An Introduction

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Presenters

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Ending AIDS

Capacity Building
Strategic Grantmaking
Formative Research
Policy & Advocacy

Ending AIDS
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>EEO</td>
<td>Equal Employment Opportunity</td>
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<td>EEOC</td>
<td>Equal Employment Opportunity Commission</td>
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<td>HR</td>
<td>Human Resources</td>
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<td>HRM</td>
<td>Human Resource Management</td>
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<td>SHRM</td>
<td>Society for Human Resource Management</td>
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<td>JD</td>
<td>Job Description</td>
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<td>PLWH</td>
<td>People Living with HIV</td>
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<td>KSA</td>
<td>Knowledge, Skills, and Ability</td>
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I. Overview of Human Resources Management
   • Review definition and purpose
   • Explain guiding principles and key HR functions

II. Introduce Key HR Functions
   • Introduce best practices for recruitment and interviewing

III. Introduce Key HR Functions
   • Introduce best practices for onboarding
Learning Objectives

By the end of the webinar, participants will:

1. Understand key terms relevant to human resource management (HRM)

2. Identify HRM guiding principles and key functions relevant to CBOs

3. Obtain resources to inform and improve their recruitment, interviewing, and onboarding, processes
Audience Poll:

What comes to mind when you think of HRM?
What is Human Resource Management?
Human Resource Management is...

A management function concerned with hiring, motivating, and maintaining people in an organization.

Source: https://www.humanresourcesedu.org/what-is-human-resources/
HR Guiding Principles

1. People are the most important assets of an organization; an organization cannot be successful without effectively managing this resource.

2. Personnel policies and procedures are closely linked with the achievement of the organization objectives and mission.

3. HR's responsibility is to find, secure, guide, and develop employees whose talents and desires are compatible with the operating needs and future goals of the organization.
HR Functions

- Recruitment, selection, placement, onboarding, promotion
- Performance appraisal, training, development
- Health & safety, risk management
- Record-keeping, labor relations, grievances, discipline
- Wages & salary, bonuses & incentives, payroll
- And more!

This webinar focuses on recruitment, selection, and onboarding.
Audience Poll:

Who is responsible for HR functions in your organization?

What top 5 HR functions do you currently implement?
Key HR Functions: Recruitment
Why Focus on Recruitment?

• Reduce turnover
• Ensure that the person matches need
• Increase employee morale
• Create a positive employer-employee relationship
The Recruitment Process

1. Identify the need
2. Develop a position description
3. Determine the hiring team
4. Advertise the position
5. Review applications
6. Interview applicants
7. Select the candidate
Recruitment Core Elements

• Reflect position requirements and organizational values
• Include creative and accessible methods to attract diverse candidates
• Documented in organizational policies and procedures
• Reflect staff input and best practice in the field
• Revised and updated annually
It is important to understand federal and local laws when it comes to your employees.

A good place to start is the Federal Employee Handbooks available on U.S. Office of Personnel Management’s (OPM) website.
Key HR Functions: Interviewing
Why Conduct an Interview?

• Allows both organization and candidate to assess ‘fit’
• Demonstrates impartiality
• Develops relationship with strong candidates for future opportunities
The Interview Process

- Time-limited, with clear beginning and end
- Guided by a formal interview tool
- Clear and accessible
- Standardized across departments and organization
Interview Core Elements

• Based on position description and candidate’s application materials
• Follow a clear schedule and demonstrate respect for everyone’s time
• Documented and tailored to position functions
• Impartial and confidential
It is good practice to conduct an interview even if engaging in an internal hire.
Key HR Function: Onboarding
Why Focus on Onboarding?

- Reduces turnover
- Increases employee morale
- Creates a positive employer-employee relationship
- Clarifies job expectations and objectives
The Onboarding Process

• Clearly defined and communicated beginning and end
• Strengths-based and collaborative
• Educate new employees about the organizational culture and work environment
• Inclusive and comprehensive

Core Onboarding Elements

Within the first week:

- Identify new hire point of contact for first day and week
- Schedule 1-on-1 meetings with HR representative and supervisor
- Introduce new hire to entire organization
- Identify goals and expectations as well as deliverables and timelines

• Keep in regular contact with your new hire to build rapport and feeling of excitement and welcome before their first day

• Clean new hire work station and put up a welcome sign

• Complete technology set-ups prior to first day

Source: https://www.entrepreneur.com/article/247166
Questions
AIDS United’s Getting to Zero capacity building assistance (CBA) program, in partnership with the Harm Reduction Coalition and The Bridging Group, provides free technical assistance and training to community-based organizations (CBOs) across the country.

CBA providers offer CBOs tailored, results-oriented assistance focused on:

- Strengthening HIV prevention efforts among people living with and at high risk for contracting HIV;
- Organizational and program development best practices to improve impact and sustainability; and
- Evidence-based interventions: WILLOW, Project Start +, TWIST, and Healthy Relationships.

G2Zero works in partnership with:

To learn more about the Getting to Zero program, email cba@aidsunited.org.
Recommended Resources

• National Council on Nonprofits
  https://www.councilofnonprofits.org/tools-resources/managing-nonprofit-employees

• Society for Human Resource Management
  https://www.shrm.org/

• Federal Employee Handbooks

• Checklist of Human Resource Management Indicators for Nonprofit Organizations
  https://managementhelp.org/organizationalperformance/nonprofits/human-resources.htm
Thank you!
cba@aidsunited.org

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