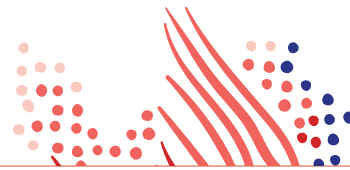


# 10 tips



## for Recruiting & Retaining Employees in 2021

The events of 2020 affected your business in many ways likely forcing you to reconsider the number and kinds of employees you needed. At the same time the needs of applicants changed dramatically.

### Hire and Keep the best

Employees are looking for more than competitive wages. Employers who provide a safer, more secure environment are more likely to recruit and keep good employees in 2021.

To hire and keep the best, make sure you let your applicants and staff know that you have their best interests at heart. The result is a business with happy people, low turnover, and top-notch customer service, which is a recipe for a thriving business.


To show the world that your business is the best place to work, **focus on these 10 recruiting and retention tactics that matter most:**



### 1 | Remote Applications




Applicants are putting their safety first – so when it comes to **recruiting**, **employees** use more **electronic applications & video interviews**.

 **Tip:** Invest in an applicant tracking system to post jobs online and manage applicant tracking and screening.

### 2 | Communicate Safety



Employees want to feel safe and know that there are **policies in place that will keep them and their families safe**.

 **Tip:** Keep policies up to date in employee handbook and on visible on website. Communicate if you provide contactless ordering/pickup, safety shields, etc.

### 3 | Smooth onboarding




Get compliance paperwork out of the way with an **online onboarding system**. Help new hires get up to speed with virtual training.

 **Tip:** Use electronic onboarding to automate paperwork and share training videos to minimize contact.

### 4 | Frequent Health Checks




**Create & enact policies** for making **employees feel safe at work**. Document & post policies for employees and customers.

 **Tip:** Use ADP's return to work dashboard & measure employee sentiment about returning to work.

## 5 | Offer competitive \$\$

Know what other employers are paying and how you stack up. Offer **competitive wages** and **flexible pay** options.




 **Tip:** Research pay in your area and ensure your total compensation is competitive. Pay employees how they prefer to be paid: check, direct deposit or pay card.

## 6 | Be Flexible




Employees want flexibility to choose when and how much to work – they need to **account for new challenges** with child care, quarantine, and possible illness.

 **Tip:** Use an online scheduling system to reduce headaches around and ensure compliance.

## 7 | Offer Benefits




Employees want **additional benefits** to cover themselves in case of illness.

 **Tip:** Offer paid sick leave or additional health benefits that were previously reserved for higher wage earners

## 8 | Financial Security

Employees want **early access to wages** & want help in easing financial hardships.



 **Tip:** When an employee excels at a task, give them the opportunity to teach others and record micro trainings for shareability.



## 9 | Think Big



**Stand for something & have a social purpose.**

Employees want to know how their employers are responding to environmental, social and political concerns.

 **Tip:** Conduct trainings and introduce programs / policies that foster inclusion and increase diversity.

## 10 | Provide a Future

Protect employees with development opportunities –**employees want to see a future.**



 **Tip:** Provide additional job training and mentorship opportunities

For more insights on creating a great work culture at your business, visit: [adpinfo.com/meevo](https://adpinfo.com/meevo) or call **800-559-6694**

