

11 Million Jobs Open In the U.S.

5.7 Million Unemployed Workers In the U.S.

That is 1.7 open jobs for every unemployed person.

April 2023

https://www.bls.gov/news.release/jolts.nr0.htm; https://www.bls.gov/news.release/empsit.nr0.htm



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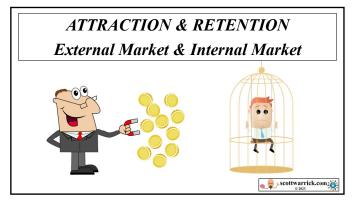


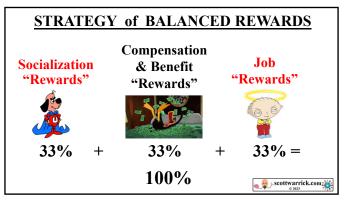


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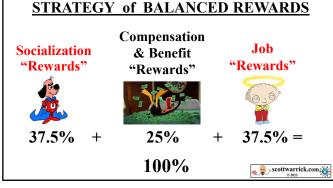


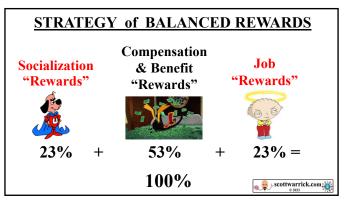






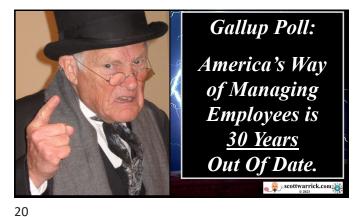
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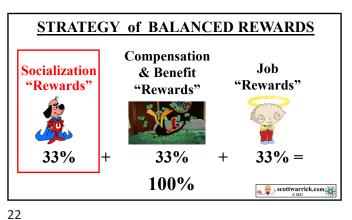


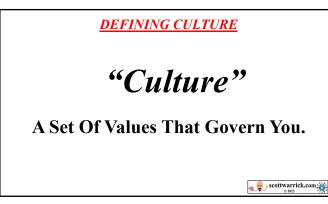
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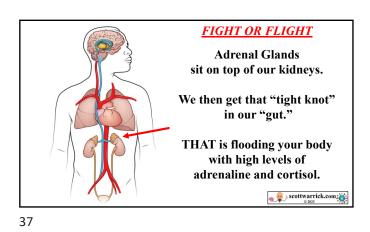


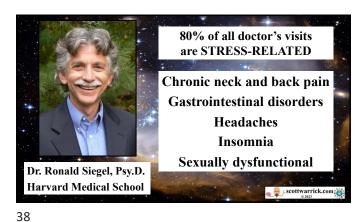
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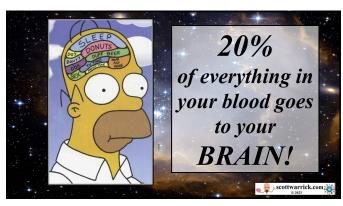


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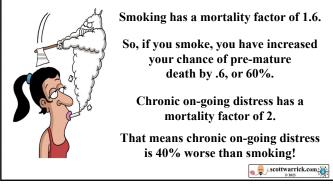




INTERpersonal distress is 3 times worse than IMpersonal distress.

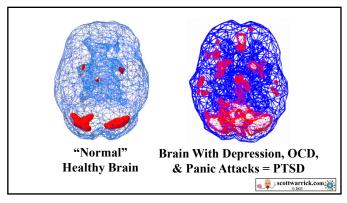


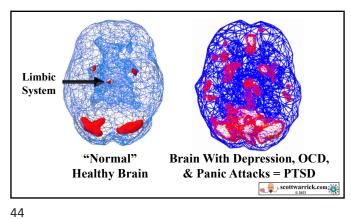
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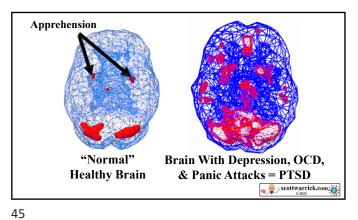


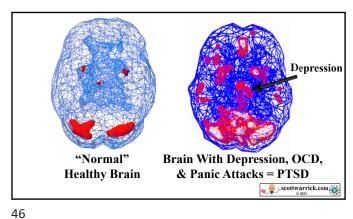


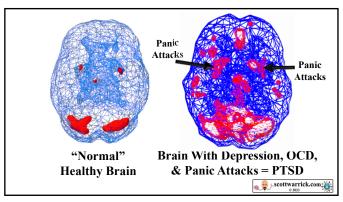
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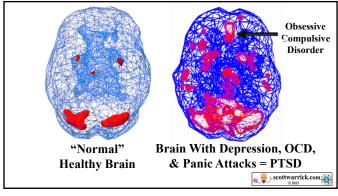


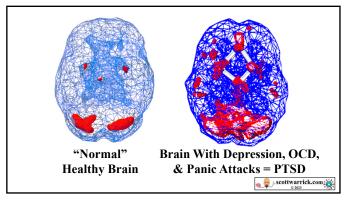


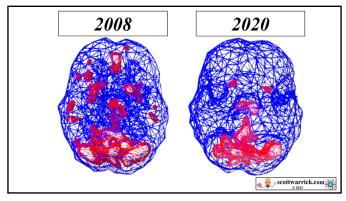


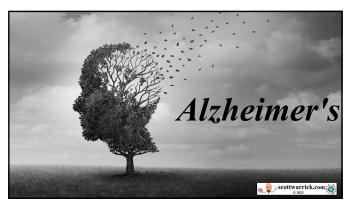


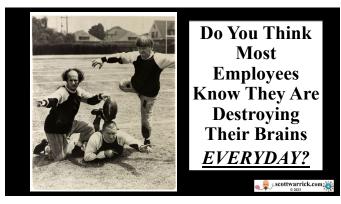












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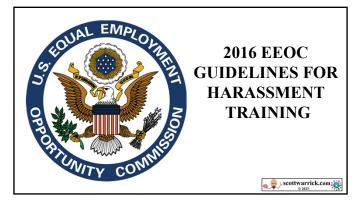


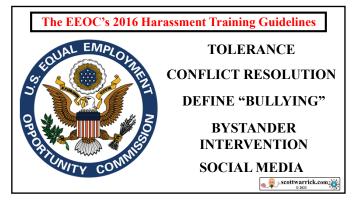




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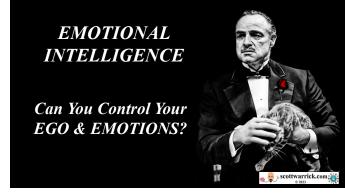




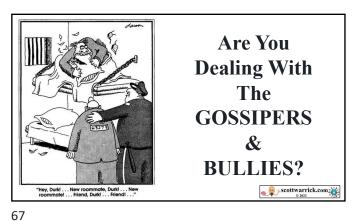


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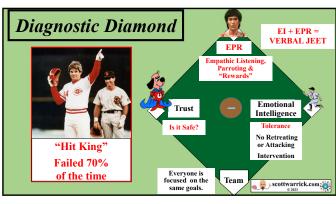


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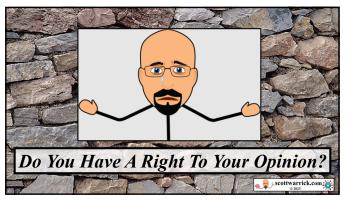




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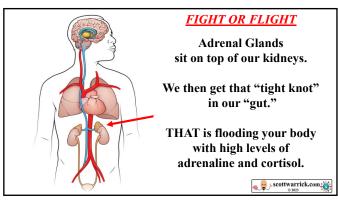


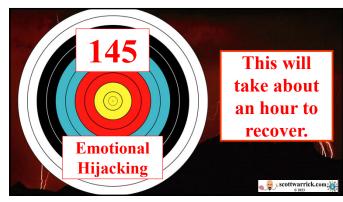




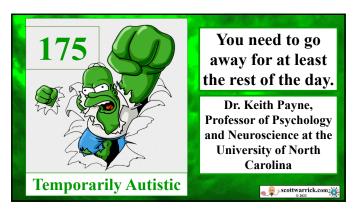


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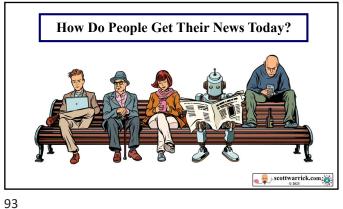




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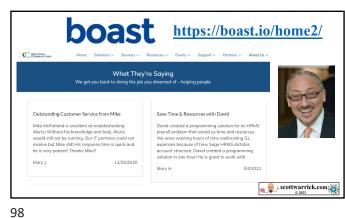
















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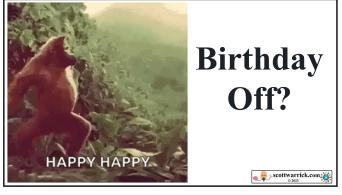


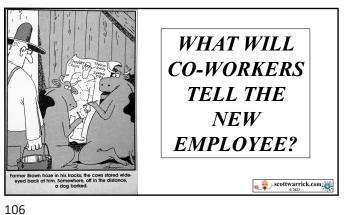


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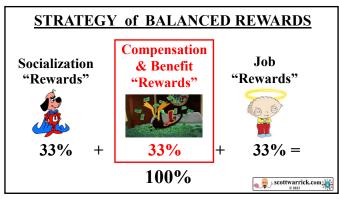












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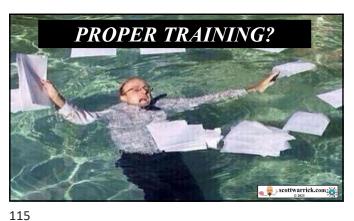


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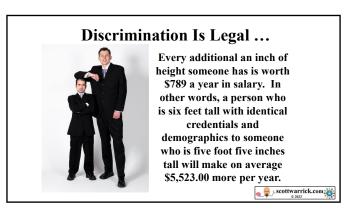
MYTH #2: "You Have To Treat **Everyone The Same Because Discrimination** Is Illegal." scottwarrick.com

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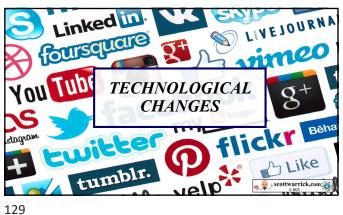




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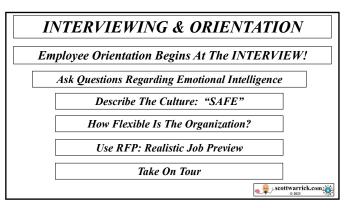








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Emotional Intelligence Behavioral Questions

Conflict Resolution Skills - Co-Worker

- a) Tell me about a time when you had a conflict with a coworker. What was it about, how did you handle the situation and what was the final result?
 - (1) Is there anything you would now do differently?
 - What if we called your former supervisor or coworkers and asked them about this instance? What would they tell us?



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Emotional Intelligence Behavioral Questions

Emotional Control

- a) Tell me about a time when you were really upset at work. What was it about, how did you handle the situation and what was the final result?
 - (1) Is there anything you would now do differently?
 - (2) What if we called your former supervisor or coworkers and asked them about this instance? What would they tell us?

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Emotional Intelligence Behavioral Questions

Managing Multiple Priorities

- a) Describe to me how you organize your day.
- b) We have all had an occasion when we were working on something that just "fell through the cracks" and did not get done. Can you think of an instance where this has happened to you? How did you handle it and what was the result?
 - (1) Is there anything you would now do differently?
- c) If not, what would you do if I gave you a project that needed to be done in two days, another manager gave you another that needed to be done in two days, and a third manager gave you a project due by the end of the day?



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Emotional Intelligence Behavioral Questions

Coaching

- Tell me about a time when you were making some mistakes at work and someone talked to you about it. What was happening, how did you handle the advice and what was the final result?
 - (1) Is there anything you would now do differently?
 - (2) What if we called your former supervisor or coworkers and asked them about this instance? What would they tell us?



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Emotional Intelligence Behavioral Questions

Flexibility

- a) Describe to me a specific instance where you had your plans at work changed by your supervisor or a co-worker that disrupted your agenda. What was your reaction and what was the result?
 - (1) Is there anything you would now do differently?
 - (2) What if we called your former supervisor or co-workers and asked them about this instance? What would they tell us?

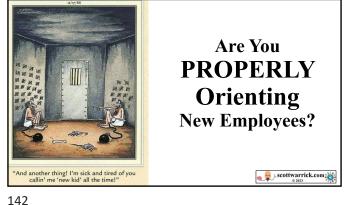


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INTERVIEWING & ORIENTATION Employee Orientation Begins At The INTERVIEW! Ask Questions Regarding Emotional Intelligence Describe The Culture: "SAFE" How Flexible Is The Organization? Use RFP: Realistic Job Preview

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Take On Tour



Company Name

New Hire Checklist

Department

Department

New Hire Checklist

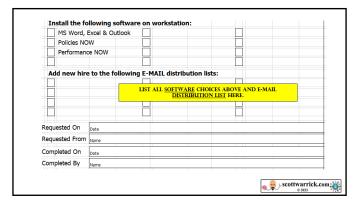
New Hire Checklist

New Hire Checklist

Department

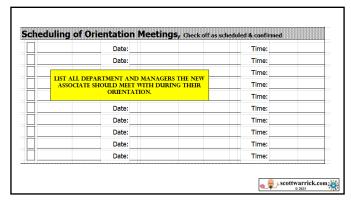
New Hire Checklist

New Hire Checkli



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Notify Receptionist		Notify Safe	ety Dept.	Notify Technol	otify Technology/HRIS		
Phone Extension		Office Ke	еу		Cellular Phon	e Order	
Add Name to In/ou	ıt Board	Security	Code		Temporary B	usiness Cards	
Office Supplies	LIST ALL	THE MISCELL	ANEOUS ITEMS	5	Business Card	ds	
Notified:	(Name)	Notified:		(Name)	Notified:	(Name	
Completed	(Date)	Completed		(Date)	Completed	(Date	
Notify Orientation C	ommittee	Other:			Other:		
Welcome Binder							
Notified:	(Name)	Notified:		(Name)	Notified:	(Name	
Completed	(Date)	Completed		(Date)	Completed	(Date	



Ш	Sales Visit		Date:				Time	:			
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▤			Date:				Time	:			
ob	Trainin	g Goals	s								
	1st Month	Training	Goals		2nd Month	Train	ing Goals		3rd Mor	th Train	ing Goa
1				1				1			
2	LIST THE				R THE 1ST THE	REE		2			
3		MONTHS	OF EMPLO)Y	MENT.			3			
4				4				4			

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phone ✓ Ensure that the Orientation Committee is (company)	Binder. Leave copy of
(company). Contents of Binder include: Welcome Letter Binder Index Mission Statement Company History Computer Set up and Frequently Used Computer Files Listing Confidential Phone List Emergency Action Plan Recycling Program	Binder in new hire's office area Common Terminology Internal Services Organizational Chart Phone and Voice Mail Instructions Map of Local Area Map of Office Closing Page New Hire Paperwork Miscellaneous Brochures

NEW HIRE SCHEDULE

The Scheduling Of Meetings Is The Responsibility Of The Hising Manager, or Their Designate.

DAY ONE:

9am Active set (company)
9am Meet with department manage to:

1 Introduction to (company)
1 Review (company)
1 Review (company)
1 Review (company)
2 Review (company)
3 Discuss department's function,
4 Perovide overview of first day schedule,
5 See item #1 on the Standarded Departmental Training Program Outline for a complete list of topics.

9-30/10am Department manager introduces and turns over new hire to mentor. Mentor to:
10-20/11am REAK
11-00am Noon Element Training Program Outline for a complete list of topics.

Mentor to review of department/plo specific topics. See item #2 on the Standardized Department Training Program Outline for a complete list of topics.

10-20/11am REAK
11-00am Noon Element Training Program Outline for a complete list of topics.

LUNCH with department manager, mentor and no more than one other department associate
11-20/11am REAK
11-20/20m Meet with New Client Services for department overview and processing of new hire properties and benefits
12-20/3/3pm Meet with
13-30/4pm Meet with
13-30/4pm Meet with

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Upon completion of meetings, the new hire will meet with their mentor to discuss any questions from them day and continue job training.

Do not let new hire sit with nothing to do, or review. If it becomes apparent that there is not enough time to dedicate to the new hire for the balance of the day, then the New Hire is excused to go home for day - upon department manager approval.

DAY TWO, morning:

9am Arrive at (company)
9am Meet with mentor to:

• Review previous day, if needed

• Provide overview of second day schedule

4 Balance of Day: See Day Two through Five.

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DAY TWO through DAY FIVE The following list should be scheduled and accomplished during the new hire's first week of employment. Job Training Employee and mentor meet with Safety Department to: Review building security Review emergency plans Issue door key and security code Employee and mentor meet with Benefits Department to: Review their department functions Review their department functions Review their department functions Review benefit plans Watch Sexual/Illegal Harassment and Diversity Video Employee and Mentor meet with two or three of the following Departments, per day, in between job training:

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3. On-The-Job Training
a. Using the Job Specific Training Program, the mentor and employee begin the training process

4. Monthly Meeting With Mentor (I* three months only)
a. Review of monthly goals in comparison of training accomplished

5. 90-day Performance Evaluation With Department Manager
a. Upon completion of the orientation period, the employee will be formally reviewed on the following criteria:

• Monthly Goals
• Job Performance
• Attendance
• Compatibility with Job

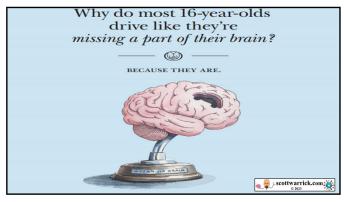
End of Formal Training Program



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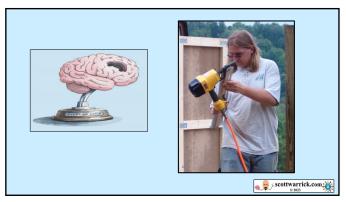








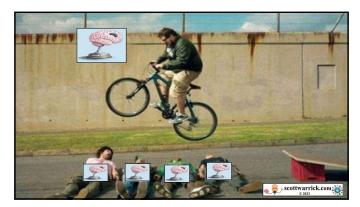
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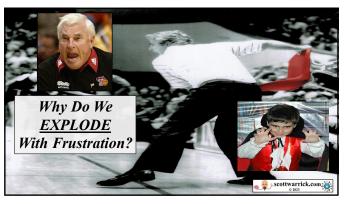




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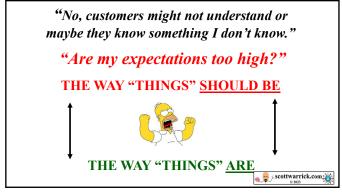








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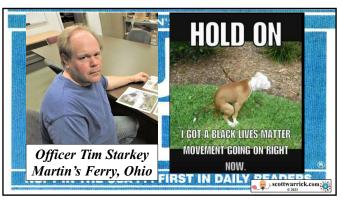


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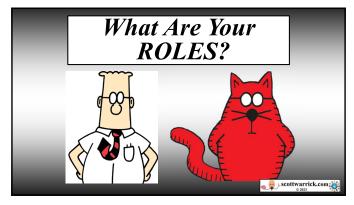
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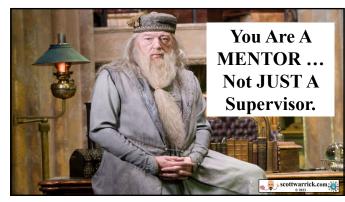






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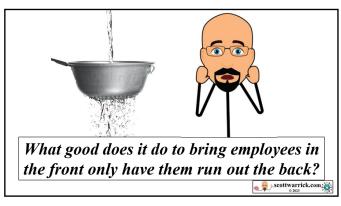




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