How to Be Dedicated to HR When you Don’t have Dedicated HR

Holly Haslam
Human Resources Partner
Brewers Association
What do most people think of when they think of Human Resources?
HR Is...

- Recruiting, screening, hiring & workforce planning.
- Developing positive relationships.
- Representing your company.
- Resolving conflict.
- Ensuring compliance.
- Negotiating benefits.
- Making sure people get paid on time.
- Improving systems.
- Creating training programs.
- Encouraging and supporting growth and professional development.
- Advocating for employees.
Whether you have an HR department (or person) or not...

HR is happening in your organization.

Is it happening purposefully?
Let’s Tackle This Together

Recruiting & Hiring

Employee Retention

Ready-to-Go Resources
Recruitment & Hiring

Developing your Process ● Job Descriptions
Finding the Right People ● Making a Successful Hire
Develop a Process

That Works for You!
Job Descriptions

• Job Title & Location
• Summary of Company
• Summary of Position
• Schedule/Shift
• Compensation & Benefits
• Job Duties
• Knowledge, Skills, and Abilities
• YES! YOU SHOULD STILL APPLY IF...
• How to Apply
Finding the Right People

- Universities & Trade Schools
- Social Media
- Career Fairs
- Job Boards
- Get Creative!
Making a Successful Hire

• Stay in touch
• Be clear about deadlines and expectations
• Build excitement about the job
• Make your new employee feel welcome
• Create connections
• Let them know who to ask for help
• Use positive reinforcement
• Check in!
Employee Retention

Improving Employee Relations • Training
Professional Development • Exit Interviews
Building Positive Relationships

- Develop connections
- Show appreciation
- Monitor job satisfaction and employee engagement
- Watch for signs of burnout
- Create a safe environment
- Resolve conflicts
Training

**Why**
- Factor in choosing & remaining with a company
- Provides a positive working environment
- Sets your brewery up for success

**What**
- Orientation
- Leadership/Managerial
- Safety
- TIPS

**How**
- Internal vs. Outsourcing
- Hands on vs. Virtual
Professional Development & Advancement Opportunities

Why is it important?

• Invest in your employees and they will invest in you!
• Keep employees engaged and motivated.
• Develop skills based on strengths and interests.
• Make employees more valuable to the team.
Exit Interviews

Give you insight on...

• What is & isn’t working.
• What employees value most.
• How to improve culture and reduce turnover.
• Management issues.
• Compensation and benefits.
What Resources Are Available?
How can we help you?