

# Reframing Recruitment

What Happens After the Offer



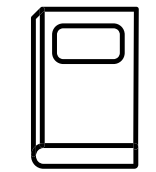
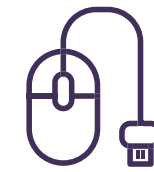
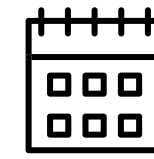
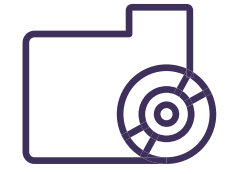
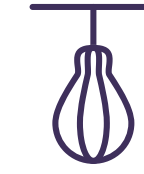
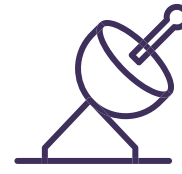
# Introduction



Rachel Glisper - Principal/Consultant  
Caitlyn Julius, Assistant HR Director – Springfield  
Jen Breaker, Assistant Town Manager - Danvers

# Free Resources

All of our resources mentioned in this presentation will be distributed to attendees after the session



- 01  
Global labor shortage
- 02  
Many workers who exited the workforce when the pandemic hit have not returned
- 03  
Many lower wage workers are looking for better jobs (money & flexibility)
- 04  
Impact of the Gig Economy/Structural Change Economy

# Why are we here?



<https://www.uschamber.com/workforce/understanding-americas-labor-shortage>





**01**

**Reframe local government  
as a business**



**02**

Setting the Table



**03**

Preparing your onboarding



# Planning Your Strategy



# Planning Your Strategy

- **01**  
Reframe local government as a business
- **02**  
**Setting the Table**
- **03**  
Preparing your onboarding





<b>Onboarding</b>		<b>Orientation</b>
Employee's specific role in his or her department	<b>General Focus</b>	Employee's role at the company
Ongoing (could last a few months)	<b>Duration</b>	One-time event
On-the-job	<b>Setup</b>	Classroom or online
Specific to each new employee	<b>Content</b>	General overview
Get new employees ready to be productive	<b>Outcome</b>	Get new employees ready to start working and ready to take job-specific training



# Planning Your Strategy

- **01**  
Reframe local government as a business
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Preparing your onboarding





# Planning Your Strategy

01

Reframe local government as a business

02

Setting the Table

03

Preparing your onboarding





STEP

1.

2.

3.

ONBOARDING



**01**

Work the Process



**02**

Effective Onboarding Tools

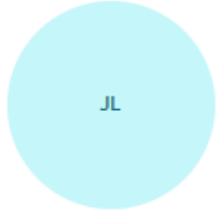


**03**

Be Intentional

Implement  
Your Strategy





Jenny Ly  
HUMAN RESOURCES ASSISTANT

Employee  
Onboarding



Onboarding Portal

Welcome to the City!

"As Mayor, I would like to welcome you to the City of Springfield. Springfield is a city rich in culture, history and opportunity and we are excited that you have decided to join our municipal team. Your skills and talents in the workforce is appreciated and everyone in the city is looking forward to working together with you as you begin your career with us for the betterment of our residents and business community – always remember and never forget, we are customer service driven. Once again, welcome to the City of Springfield. Wishing you good health and continued success. God Bless. Respectfully, Domenic J. Sarno Mayor"

Checklist

Preview Checklist Timeline

0 %

Complete CORI	Due in 1 week
Information Technology Police	Due in 1 week
IT Policy Acknowledgement	Due in 1 week
Complete W-4	Due in 1 week

Important Contacts

**Caitlyn Julius**  
Assistant Human Resources Director  
Office: City Hall, Ground Floor, Room 005  
Email: cjulius@springfieldcityhall.com  
Phone: 413-787-6018

**Chloe Meunier**  
SR Human Resources Generalist  
Office: City Hall, Ground Floor, Room 005  
Email: cmeunier@springfieldcityhall.com  
Phone: 413-787-6199

**Benefits Office**  
Office: City Hall, Ground Floor, Room 018  
Phone: 413-787-6055  
Email: benefits@springfieldcityhall.com

**Retirement Office**  
Office: 70 Tapley St.  
Phone: 413-787-6090

Information for Employees

Information for Employees including snow days and holiday schedule.

Pre-Employment Physical

All employees must complete a Pre-Employment Physical prior to their first day of work.  
Please contact Chloe Meunier at 413-787-6199 or cmeunier@springfieldcityhall.com to schedule your appointment.  
All Pre-Employment Physicals are conducted at Concentra Urgent Care, 140 Carando Drive, Springfield, MA 01104

Position Information

Welcome to the Human Resources & Labor Relations department! Here you can see the summary and essential functions for the Human Resources Assistant position.

Job Duties [VIEW >](#)

Orientation

Orientation is scheduled for your first day of





# Implement Your Strategy

- **01**  
Work the Process
- **02**  
**Effective Onboarding Tools**
- **03**  
Be Intentional



Welcome To The

TEAM!

Implement  
Your Strategy

- 01 Work the Process
- 02 Effective Onboarding Tools
- 03 **Be Intentional**



01  
Define Roles

02  
Approach with a holistic view

03  
Leverage Existing Resources

Keep in Mind







# Now It's Your Turn

What questions do you have for us?

**Rachel Glisper - Principal/Consultant**

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**Caitlyn Julius, Assistant HR Director – Springfield**

cjulius@springfieldcityhall.com

LinkedIn: <https://www.linkedin.com/in/caitlyn-julius>

**Jen Breaker, Assistant Town Manager - Danvers**

jbbreaker@danversma.gov

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