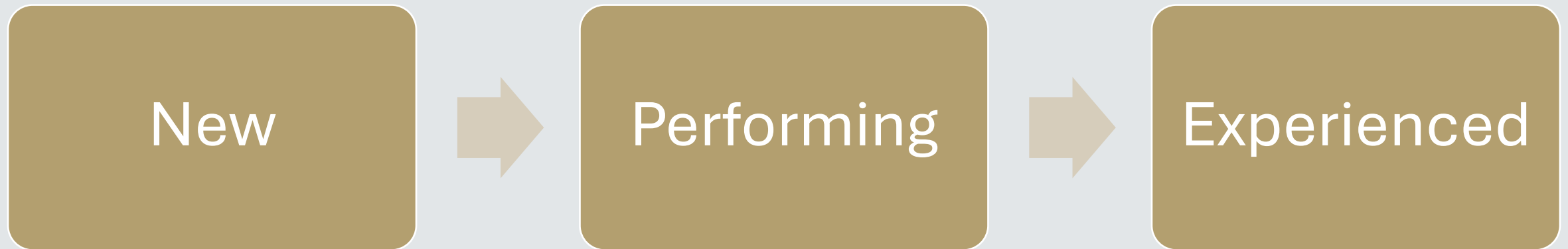


Engaging Employees at Work

Guide for Supervisors

Consider the phase each employee is in:



New employee

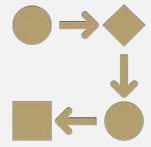
When
employee
joins the
company:

Clarify expectations of the
role

Offer training

Be present for any question

Share information, contacts,
and resources



Model the way;
demonstrate the
behaviors you expect
from employees



Communicate clearly
and validate
understanding



Give timely feedback;
balance positives and
negatives

Performing employee

Experienced employee

- Give stretch assignments
- Delegate to help employees develop new skills
- Allow time for learning & development
- Identify new challenging work
- Support employee's growth and development with coaching or training
- Assign a mentor to support employee's transitions to new roles

**To attract the
best talent...**

Employment Candidates

When
interviewing
candidates:

Read resume ahead of
time; be prepared to ask
appropriate questions

Be punctual

Show courtesy; be polite &
professional

Assess the what & the how
of each candidate in an
objective way

Employee engagement is critical to company's success.

Employee engagement...

- Increases productivity in the workplace.
- Improves morale in the workplace.
- Reduces absenteeism.
- Improves customer service.

SUPERVISORS CAN MAKE THE DIFFERENCE!