Historic Richmond Town

Living History Village • Historical Museum • Arboretum

Managing for Success

HR Practices Across the Employee Lifecycle

1 RECRUITING



- create a workplace people want to join
- organize the org chart
- write honest job announcements
- evaluate resumes for the role
- conduct interviews
- select the right candidate
- make the offer

2 ONBOARDING



- prepare the team and workspace
- communicate first-day logistics
- make introductions and give a tour
- arrange a welcome gathering
- complete paperwork
- set expectations

3 RETENTION



- set clear written expectations
- use standardized annual evaluations with achievable goals
- hold quarterly check-ins, one-on-ones, and team meetings
- be flexible
- manage the person, not only the job
- provide growth opportunities
- pay appropriately

4 TERMINATION



- address performance issues immediatly
- conduct an exit interview

Q&A

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