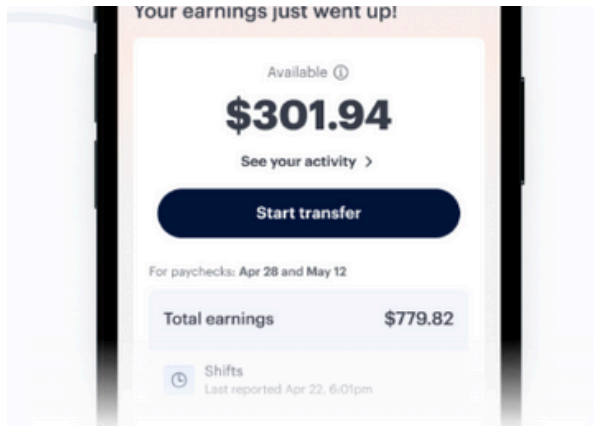


# NEWSLETTER

MAY 2024

HUMANRESOURCES@BEELINESUPPORT.COM



## Track, transfer, save all in one place

See your earnings, including tips, after every shift and how much is available now. Choose what you want to transfer and when you want to receive it.

## DailyPay

Bee Line partners with DailyPay to allow employees to instantly access their earnings on their own schedule. DailyPay provides an industry-leading earned wage access platform that gives the employees access to their pay when they want it.

DailyPay is a voluntary benefit. Employees have the option to transfer already earned pay ahead of payday. Think of this as money that employees can borrow from a future paycheck. DailyPay offers ways to build healthy saving habits and better financial health.

Create excitement for candidates by mentioning DailyPay. This is a benefit that may help increase job applicants and increase our employee retention.

## DIRECT HIRE PROCESS

The direct hire process streamlines hiring by allowing managers to directly source and interview candidates. Manager conducts interview, completes paperwork (WOTC screening, Offer Letter & Background Authorization). Sends an email to [newhire@beelinesupport.com](mailto:newhire@beelinesupport.com) with paperwork and candidate picture for HR to continue onboarding process. This process enhances efficiency, compliance, and ensures a smooth onboarding experience.



## MANAGEMENT TRAINING

Completing management training is crucial for ensuring that our team is equipped with the necessary skills and knowledge to effectively lead and navigate through various challenges. By participating in the online training we not only enhance our individual capabilities but also contribute to the overall success and resilience of the organization. Let's prioritize this opportunity to develop ourselves and elevate our collective performance.

Email reminders come from [system@gbriskcontrol.com](mailto:system@gbriskcontrol.com)



## PERFORMANCE MANAGEMENT



### SHRM - Performance Management Training



Define and establish specific goals and objectives.

Use **SMART** goal criteria.

**S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime-bound

- Align goals and objectives with the organization's business plan.
- Establish mutually agreed-upon goals between the employee and the manager.
- Establish milestone review dates.
- Communicate changes or redirection of goals and objectives in a timely manner.

Effective performance management include a proces for **continuous feedback**.

- Establish dates for periodic monitoring of performance objectives and progress reports.
- Maintain open communication to ensure that issues are elevated quickly and resolved timely.
- Coach, assist and/or redirect employees who request assistance and those who are failing to meet standards.



### Conducting Performance Review Meetings

- Be prepared by collecting and reviewing performance notes, feedback and other data.
- Choose a private and comfortable space for the meeting and schedule sufficient time to focus on the review.
- Encourage open dialogue regarding performance levels, lessons learned, ongoing progress, and goals and objectives for the next review period.