

## The Employee Lifecycle with HR Functions

### Before You Hire

- Your Brand
- Job Descriptions
- Compensation Planning (with Incentives)
- Handbook Review (DEI Lens)
- Benefits/Payroll Administration Planning
- Internal Communication Planning

### Hiring

- Recruiting
- Employee Value Statements/Total Reward Statement
- Background Checks [Sterling]
- Onboarding (Mentoring, Benefits/Payroll Administration, Tech support, etc.)

### Developing

- Performance Management System (Leadership and Staff)
- Training/Growth Opportunities
- Training/Coaching
- Skills Management
- Recognition Programs

### Retaining

- Employee Feedback (Culture/Climate)
- Employee Engagement
- Compensation Structure Review
- Succession Planning
- DEI lens and Training

### Offboarding

- Career Transition Services
- Exit Interviews
- COBRA Notifications