

Orientation, Training and Development

Employers of Choice attract high quality applicants, cultivate high performance standards, and can count on their employees to go the extra mile. How do they do this? They adopt workforce management best practices that enable them to find, engage, and keep the best workers.

To what extent have you adopted workforce management best practices in your organization? Take the Best Practices Assessment to find out where your company is performing well and where it could improve.

For each Best Practice listed below, evaluate how well your company's actions meet the application standards. Use the following ratings scale:

- Rarely apply the practice 1 point
- Sometimes apply the practice 2 points
- Always apply the practice 3 points

Best Practice	Application	Score
<i>Establish an effective orientation program.</i>	Develop a formal program for the employee's first few days. Provide the opportunity to meet key people, both within and outside the immediate workgroup.	
	Establish a mentor or buddy system to provide support during the first few months.	
	Follow-up with the new employee at monthly intervals during the probationary period.	
<i>Value employee development, provide training and provide opportunities to apply it.</i>	Identify high potential employees and provide them with accelerated training and development opportunities.	
	Provide training in soft skills (managing diversity, team building, values, and leadership skills) as well as technical skills.	
	Reward employees who help train coworkers.	
<i>Develop a "Learning Culture".</i>	Promote life long learning.	
	Provide an educational benefit for employees interested in pursuing training and development opportunities on their own time.	
	Profile and celebrate employee achievements such as completion of a certificate or degree.	
Total Score		

Interpreting Your Score

- 22 to 27** Congratulations, you are well on your way to becoming an Employer of Choice.
- 16 to 21** Though you clearly apply many of the best practices, you would benefit from a greater understanding of the concepts.
- 1 to 15** You haven't mastered the practices, but since you've taken this questionnaire, you value becoming an Employer of Choice.