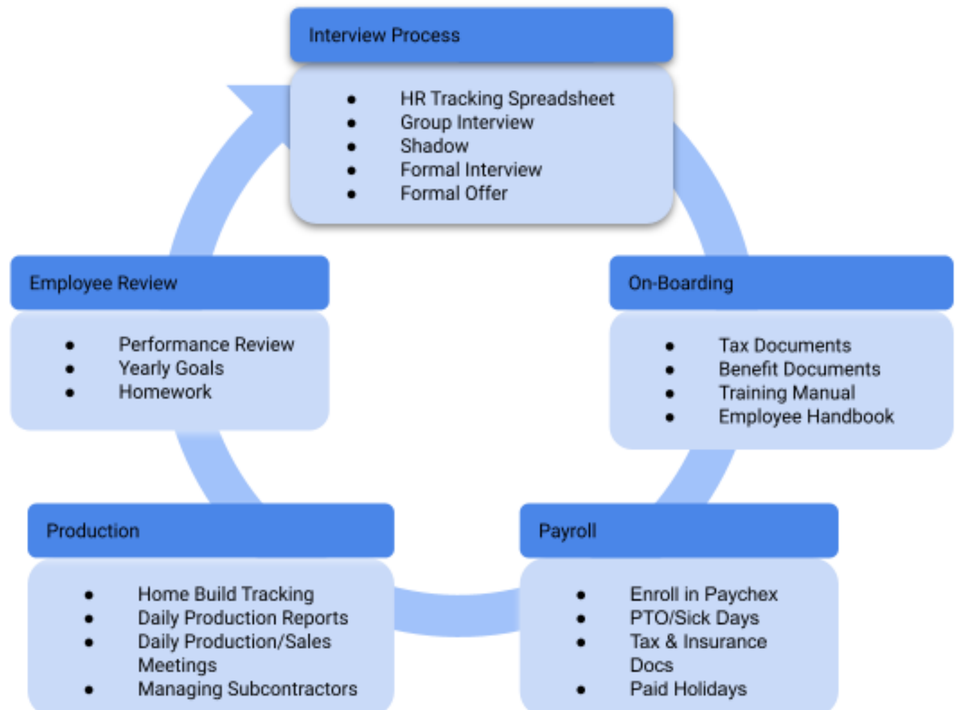
HR Tracking Employee Flow Chart



HR Tracking

Interviewing Process

We host weekly group interviews. Brian will schedule 10 people for every Tuesday at 4:00 pm. Brian will hand you the list of the 10 invited, and it will be marked with those who have confirmed. You will log this info into the HR Tracking Spreadsheet HR Production - Brian T Armstrong Construction. Brian, Production Manager, and Office Manager will all be in attendance. When confirming the interview, Brian will give each candidate 3 simple instructions:

Be on time
Dress to impress
Bring your resume

Once they arrive, you will note their time of arrival, and what they are wearing or a distinguishing feature. As you receive their resume, you will lead them to the conference room where you will hand them the A Player paperwork, and seat them. You will alert them at this time that it is a group interview, and that Mr. Armstrong will be in promptly at 4:00. For those who don't have their resume or are late, you must turn them away. We are looking for A Players, and if you can't follow 3 simple steps this isn't the place for you! Brian will ask 3 questions, you will take notes of their answers. After that, we open things up for the candidates to ask Brian questions about the job or company. Log these as well. I usually text myself this information, but you can take your laptop into the interview. You will later log this information into the HR Tracking Spreadsheet.

Post interview we will all discuss our thoughts on each candidate. For those chosen to shadow, you will call and schedule them within 30 minutes of the interview. You will log this shadow on the Google Calendar and invite the candidate, Production Manager, and Brian. Place their resume in the Production Office/Chair. Log this information into the HR Tracking Spreadsheet. For those who will not move forward, you will file their resumes in the Interview File in the top drawer of the filing cabinet.

CREATE SYSTEM FOR SHADOW RESULTS

After the shadow has been completed. Production will give you feedback, and this will need to be logged in the HR Tracking Spreadsheet. If the shadow went well, you will then schedule them to come in for a formal interview with Brian. Send out a Google Calendar invite, and log into the HR Tracking Spreadsheet. Hand Brian their resume. When scheduling the formal interview, you want to keep track of the communication with the candidate. Are they communicative? If they don't make it to the next round, you will file their resume in the Shadow File in the top drawer of the filing cabinet.

If everything goes well from there, you will type up a formal offer letter (Formal Offer Letter), update, personalize, and email it to the candidate. Print a copy for the office file. Remember to keep track of communication and follow up if you need to. Take that information and update the HR Tracking Spreadsheet.

Monthly you will need to pull the Expense/Income Analysis Spreadsheet (Expense and Income Analysis - Brian T Armstrong) and get the Indeed Cost from there. Take that total and enter it into the HR Tracking Spreadsheet.

On-Boarding

Once an employee accepts the position, you will print the BTAC Onboarding Checklist.docx. Now you will complete the checklist by going to the top drawer of the filing cabinet and get a blank employee folder (Left Side). You will fill out the basic information of the employee. In the same drawer of the filing cabinet, you will find the A4, W4, I9 forms and the BCBS benefit pages. You will gather all the employee completed the forms, as well as their direct deposit banking information. Make a copy of their DL and SSI cards. Store all documents in the employee file. File away in the filing cabinet.

You will need to take their information, give it to Brian, and help enroll the employee in Paychex. This will get the employee set up for payroll processing.

BTAC Handbook

At this time the employee will be given access to the Google Drive to explore the Superintendent Training Manual. You will also give them a copy of the company handbook Employee Handbook.docx. Allow the employee to familiarize themselves.

PTO/Sick Days

After a 90 day probationary period, each employee is given 5 sick days and 5 PTO days. These days are not interchangeable, and they will not be paid out. Use it or lose it. After one year, employees earn a total of 10 PTO days and 5 Sick days. We also have 6 paid holidays. When an employee needs time off, they will pull a Time_Off_Request form from the drive or top drawer of the filing cabinet. Employees are to complete the form and turn it in to the office manager for approval. The office manager will speak to Brian and approve the request. Once approved, you will need to log it into the PTO Tracker spreadsheet. Then you will create a calendar event and invite the employee and Brian to the event. This will populate the time off to everyone's calendars. File the request in the employee's file.

BTAC Benefit Tracking

We offer insurance through the Home Builder's Association. We currently do not have anyone enrolled. Will update in real time.

Home Build Tracking

This is designed to track production and building timelines. Brian inputs most of the data into this spreadsheet. You will need to take the contract amount and the contract end date and enter it into the Home Build Tracking - Brian T Armstrong Construction Spreadsheet. You will notice where the job is at and where it is expected to be. This is a good tool to set the Company's yearly production. You will notice this timeline aligns with the BTAC Land Board.

Performance Review

Will update in real time.