

Managing Employees

Time is money. If you are losing the ability to increase revenue because you are doing tasks someone else could do for less money, it's time to hire.

What should you look for in an employee?

One employee can make or break your business. So how do you ensure you hire the right one? In addition to finding a candidate who has the skills and experience you need, look for someone who is trustworthy and gets along well with others. After you have narrowed it down to a few selections, you must always check their references. No matter how nice they seem, they may have a questionable past or work history. To save time, the Panhandle Regional Planning Commission (prpc.cog.tx.us/programs/workforce/workforceemployer.htm) provides a broad range of employment services including employee screening.

Where do you find good employees?

In addition to running ads in the newspaper and on-line job search web sites, colleges and universities are an ideal place to start your search. Central Ohio Technical College, COTC, www.cotc.edu with campuses in Coshocton, Mt. Vernon, Newark and Pataskala offer placement services and job fairs to match employers with graduating students currently located in central Ohio. Another resource is Coshocton Job and Family Services (www.coshoctonjfs.org), which can bridge the gap between employers and potential employees. Finally, Coshocton is home to Shannon Staffing (www.shannonstaffing.com), a human resources and employment staffing partner that has been in business in Coshocton for w has developed experience understanding our local workforce and may also help you locate and connect with qualified applicants, while keeping your risk manageable.

How do you keep good employees?

Keeping employees happy is a multifaceted task. In addition to providing a fair wage, an employer must consider benefits such as insurance and profit sharing. While providing insurance coverage for employees may be one of the biggest challenges facing small businesses, there are options to consider. For more information, visit the Ohio Department of Insurance at (www.ohioinsurance.gov). For more information on appropriate hourly rates and salaries, go to the Bureau of Labor Statistics (http://www.bls.gov/oes/current/oes_nat.htm#b11-0000.) Other keys to keeping good employees are establishing clear policies, effectively communicating expectations and remembering the old saying, "You catch more flies with honey than with vinegar." Running a small business can be stressful but don't pass your stress along to your employees. Keep your cool. Good people want to work in a positive environment. For more tips on this subject, consider taking human relations and communications courses for entrepreneurs at Central Ohio Technical College or Muskingum University, both of which have local campuses in Coshocton. Coshocton Port Authority, and its membership in the Coshocton County Regional Training and Education Alliance (RTEA) can help with employee and workforce training and development. Contact the Port Authority, a RTEA member, at 740-622-7005 for more information on creating a dynamic and flexible training program for your new employees or for refresher training for your Human Resources team/department.