# THE HRTMSNEWSLETTER

MAY 2017

## GET OUT THOSE JOB DESCRIPTIONS, MILLENNIALS ARE COMING!

*College graduation is upon us and that means an influx of millennials eagerly awaiting entry into the workforce.*

Having worked with this generation for the last decade or so, HR departments are relatively versed in what makes this group tick. All workers, no matter the age, appreciate security, variety in career, being challenged, and being part of a company that brings them pride. However, millennials differ from their predecessors in their motivations, expectations, and communication preferences. So how do HR departments recruit, foster, and retain millennials who bring value to the organization? Let's start by looking at what motivates this generation and what they expect from their employers.

## IN THIS ISSUE

Millennials are characterized as being tolerant, goal oriented, independent and optimistic. These ideals are often reflected in their motivations and expectations. This group is motivated by purpose and thirsts for meaningful work. They want to know that they are contributing to the overall success of the company and resent their opinions being ignored. They can sometimes be characterized as resistant and slightly arrogant because they do not attribute much worth to hierarchy. It's not that they disrespect their superiors, but that they truly believe that the company will benefit from hearing everyone's ideas.

Millennials also crave recognition and expect that their supervisors will provide approval and accolades for a job well done. They also expect transparency and do not want to wait for feedback. Frequent and timely check-ins are preferred by millennials because they see performance not as a means to a promotion or a raise, but as an ongoing journey of growth and as an indication of overall professional success. So why do job descriptions matter so much to the success of the millennial employee? Job descriptions, especially digitally derived ones that are current, consistent and applicable, are vehicles that managers can use to recruit and engage employees.

## CONVERSATION STARTER

Millennials desire transparency and crave mentorship. With a job description, supervisors can initiate constructive conversations about expectations, goals, performance, and learning opportunities. The employee can review their job description and note the importance of their position and what is expected of them. Motivated by meaning, if millennials feel that their work is significant, and are able to see how it contributes to the success of the company, they are more likely to attribute value to their current position and the company. They are also encouraged to stay and grow within a company if they feel that they are being impactful and their work is making a difference.

## GUIDE TO RECOGNITION

Managers can also use job descriptions as a guide to outline what specific attributes and accomplishments warrant recognition. This is highly valued by the millennial worker, and managers who can connect accomplishment with the job are likely to garner meaningful feedback. This, in turn, leads to the overall growth and happiness of their employees. Employee contentment is something that should be incredibly valued, as millennials are quick to look for something else if they are not happy with their current circumstances at a specific employer.

## CAREER PATHING

Job Description Management (JDM) Software also provides HR the opportunity to clearly outline a career path for their employees. Millennials are incredibly focused on the trajectory of their career, and if provided with a clear avenue towards career advancement, they are likely to work towards the goal with less emphasis placed on compensation and more emphasis placed on their overall merit and contribution. If they know that there is an opportunity for growth and they know how to get there, they are more likely to value long-term employment.

## RECRUITMENT

An accurate job description sets expectations and goals from the outset of the recruitment process. When recruiting for new employees, job descriptions give recruiting managers a guide to what type of employee is best suited for the job. Matching the right candidate to the right job is critical to reducing unnecessary turnover. Millennials are quick to move on from a company that does not reflect their values and nor foster their ambition. Recruitment ads and interview questions that derive from job descriptions that reflect a

corporation's culture, values, and expectations, only reinforces the chances of finding the right employee for the job.

In short, an accurate job description can provide an employer with the tools to not only find the right employee for the position, but also to provide that employee with the tools to thrive in the workplace. Companies need to embrace the change in culture that accompanies the millennial employee in order to thrive in the future. The job description and JDM software provides a critical piece to this puzzle by allowing corporations the tools necessary to nurture the needs of the millennial.

# WHAT'S NEW IN FEATURES

## ENHANCED DATA GRIDS
Shows alternating colors, embedded HTML in cells, word wrapping, and variable row height based on the data. These changes make it much easier to view data in the job library

## EMPLOYEE SEARCH FUNCTION
Gives selected users the ability to search and view employees and their job descriptions, along with acknowledgement information.

## NEW WATERMARK FEATURE
Allows for the customization of the watermark image. Including adding a DRAFT watermark for draft jobs.

To view other recently added features, please click here.

# QUICK TIP
## SIDE-BY-SIDE VIEW

*Viewing jobs side-by-side for quick and easy comparison of differences.*

Often, there will be times when you have multiple jobs with similar titles, but are unsure of how they differ. For example, you have an Accountant I and Accountant II job. How do these two compare? What are the differences, if any, between the essential functions or qualifications? This is where the side-by-side view comes in.

The side-by-side view allows you to quickly and easily pick out any and all differences between two or more jobs. It also gives you the flexibility to make edits to the jobs straight from the side-by-side view.

### WHERE IS THIS FUNCTIONALITY?
You can access the side-by-side view through the **Job Matrix**, **Job Search Icon**, or **Job Description Administration Icon**.

In the **Job Matrix**, you can select all of the jobs that you would like to compare and choose "Side-by-Side View".

In **Search Job Descriptions** and **Job Description Administration** you can select the jobs that you would like to compare, select "View" and then "View Side-by-Side".

# SUCCESS STORY

## Mission Aviation Fellowship

*Mission Aviation Fellowship has reached a job description completion rate of 100%, a first in their 70 year history!*

Mission Aviation Fellowship (MAF) is a Christian organization that provides aviation, communications, and learning technology services to more than 1,000 Christian and humanitarian agencies. This also includes thousands of isolated missionaries and indigenous villagers in the world's most remote areas. With such an expansive outreach comes tremendous responsibility, and requires that MAF's employees are not only able to complete the jobs necessary to help the people they serve, but that they also have access to tools that enable them to work to the best of their ability.

Before turning to HRTMS and its Job Information and Description Management Software, JDXpert, MAF used SharePoint to store and archive historical versions of Word and PDF job descriptions and even turned to Adobe forms for a short while. They were able to manage their job descriptions quite well considering the technology limitations, but were looking for a solution that could help them attain a more structured and configurable approach to job description management.

Prompted to look for an alternative solution to Adobe because of a signature locking issue, MAF started their search by investigating various form editors. However, as they dug deeper, they realized that a Job Description Management System would be more beneficial to their managers when creating job descriptions. Managers are not job description experts, so making these tools available to them seemed liked a "no-brainer." After altering their research approach, they identified the ability to create workflows, design templates, access historical versions, configurability, and affordability as top priorities.

Mission Aviation Fellowship then contacted HRTMS and determined that JDXpert would not only meet the needs and wants of the organization, but their experience and implementation process seemed in-line with other successful software implementations they had encountered in the past. The entire organization from HR to managers to employees embraced the new system, as it allowed them to easily update and maintain job descriptions. Having up-to-date and accurate job descriptions allowed them to follow FLSA regulations and verify that all jobs were categorized correctly.

Since implementing JDXpert, Mission Aviation Fellowship has reached a job description completion rate of 100%, a first in their 70 year history! This success has led them to consider other uses for JDXpert such as the integration of competencies with those they identify on the performance feedback process currently in development.

## UPCOMING EVENTS

### BEST PRACTICES WEBINAR
MAY 25TH | REGISTER

## EDITORS

| **Andrea Hilla** | **Ashley Robinson** | **Lauren Deger** |
| Implementation Support & Training Specialist | Director of Marketing | Sales and Marketing Coordinator |

*Contact Andrea at andrea@hrtms.com with any questions.*