

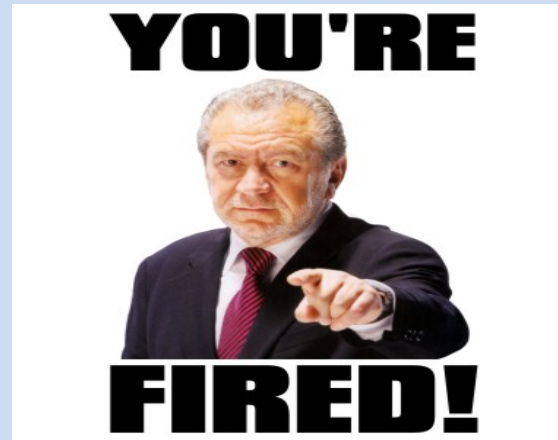
Facilities Management

Enhancing & Retaining the Workforce
Thursday 14th November 2013

Nicky Joiner-Catering Co-ordinator
John Feeney-Cleaning & Janitorial Co-ordinator

Maximising Attendance

Implementation of Maximising Attendance
Policy (September 2011)



Maximising Attendance

Implementation

- Tool box talks
- Delegated Authority & Responsibility
- 4 Weekly Monitoring (Coordinators)

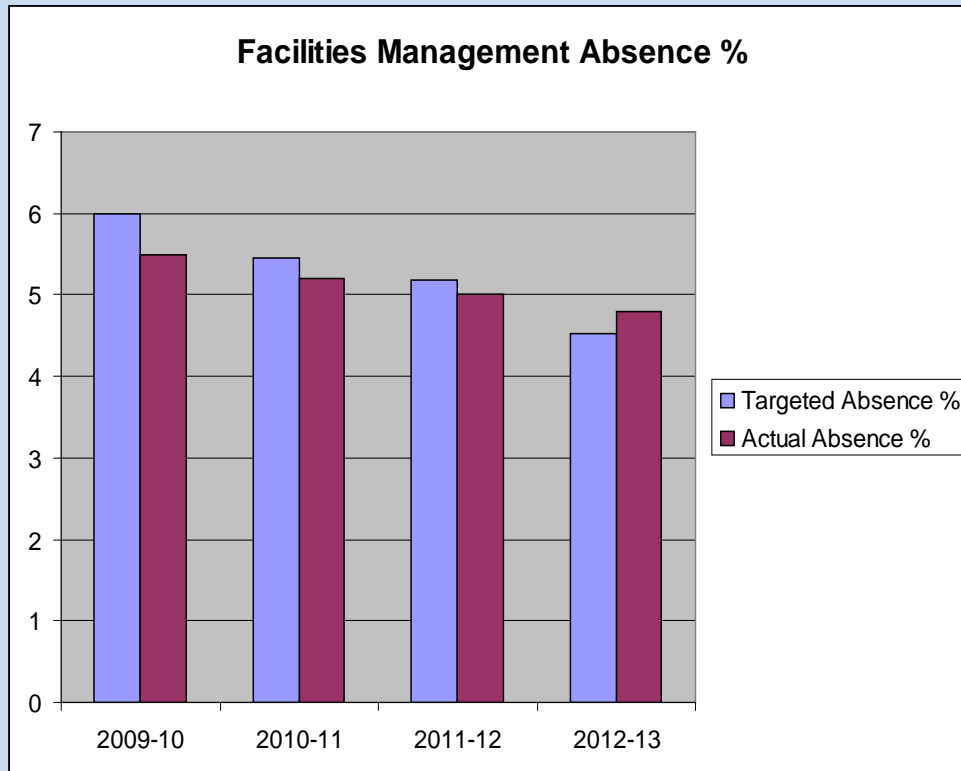
Maximising Attendance

Problems

- Admin Resources
- Attendance to meetings
- FLM skill set

Maximising Attendance

Results



- Improved staff moral
- Improved absence levels
- NEXT STEP???

Jobs Fairs

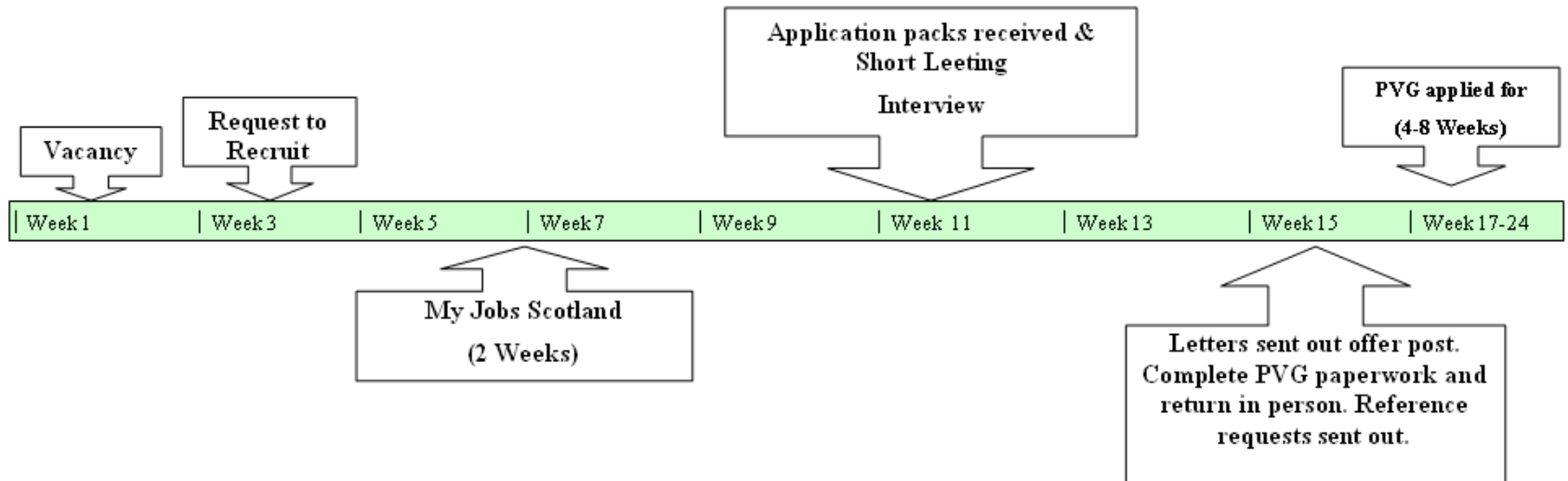
Why?

- Targeting the right candidates
- Improved recruitment process

Jobs Fairs

Recruitment & Selection Timeline

Previous Recruitment process



Jobs Fairs

What did we do!

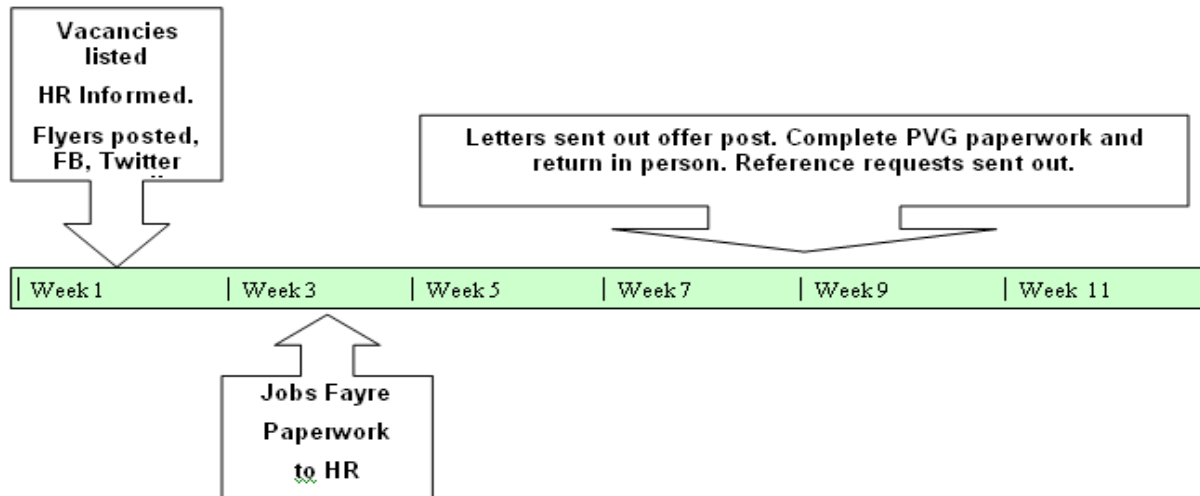
- Liaise with HR
- Location location location
- Documentation
- Interview panels
- Management on the day



Jobs Fairs

Recruitment & Selection Timeline

New Recruitment process



Jobs Fairs

Negatives -

- Volume of response
- Existing staff
- Resources
- Flexibility

Jobs Fairs

Outcome

- Accurate information
- Flexibility
- Fairer process
- Vacancies filled

Jobs Fairs

Future

- HR support
- Internal staff flexibility
- Improved process

Jobs Fairs

Results

Improved staff moral
Lower Management resource

Thanks for listening any questions