Nonprofit Management Certificate Program
Center for Community Research and Service
College of Human Services, Education and Public Policy

HUMAN RESOURCES MODULE
The Soft Side: Hiring, Retention, and Succession

March 22, 2007
Instructor: Sonia Stamm

Advanced Preparation

Please bring the following to our session on March 22:

1. Your current resume
2. Your current job description
3. The job description of a position you need to fill (if relevant)
4. Organizational Perks and Pauses worksheet
5. Relationship to Organization worksheet
Analysis of Your Relationship to Organization

- How secure is your supervisor? How do you know?

- Who else supports you in the organization? What is the nature of their power/influence?

- Do you have a mentor or sponsor? If so how has he/she helped? If not, can you find one?

- Have you had regular performance appraisals? Do they support or raise questions about your value to the organization?

- What are the major reasons why the organization should continue to keep you in your position?

- Who else knows the reasons? How does that help or hinder your advancement?
Organizational Perks and Pauses

What are the top three strengths/draws of your organization?

1. 

2. 

3. 

What are the top three vulnerabilities/red flags?

1. 

2. 

3. 

How would your staff's responses compare?

How would your clients'/constituents' responses compare?