

## *Development Suggestions for Human Capital Management*

### Suggested Readings

<b>Title</b>	<b>Author/Publisher</b>	<b>Learning Mode</b>
Finding and Keeping Great Employees	Harris, Jim and Joan Brannick / 1999 / AMACOM	Book
First, Break All the Rules: What the World's Greatest Managers Do Differently	Buckingham, Marcus and Curt Coffman/ 1999/ Simon & Schuster	Book + AudioCD

### Tips

1. Have others in your organization conduct interviews and rate candidates' current and predicted future performance based on expectations in all areas of their job descriptions.
2. Identify the skills and work styles that will be necessary for your future plans, and hire accordingly.
3. Identify and assess the internal and external factors that will influence the need for and availability of competent employees in the near future and long term. Consider factors such as expansion or downsizing plans, expected turnover, expected changes in technology, and economic forecasts.
4. Plan in advance for the need for new employees and start the recruiting process before the job is available.
5. Track turnover for trends to see if people are leaving for consistent, avoidable reasons that need to be remedied.
6. Stay abreast of career opportunities, training programs, and developmental assignments that are available in your organization and in sister organizations.