



South-West Texas Border

**Small Business  
Development Center Network**

*Contracting Resource Center*

# How to Attract and Retain the Right Talent



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**Development**



# Disclaimer

The South-West Texas Border SBDC Network prepared this information as a public service. It is not designed as a substitute for legal advice, nor is it a comprehensive statement of the law.

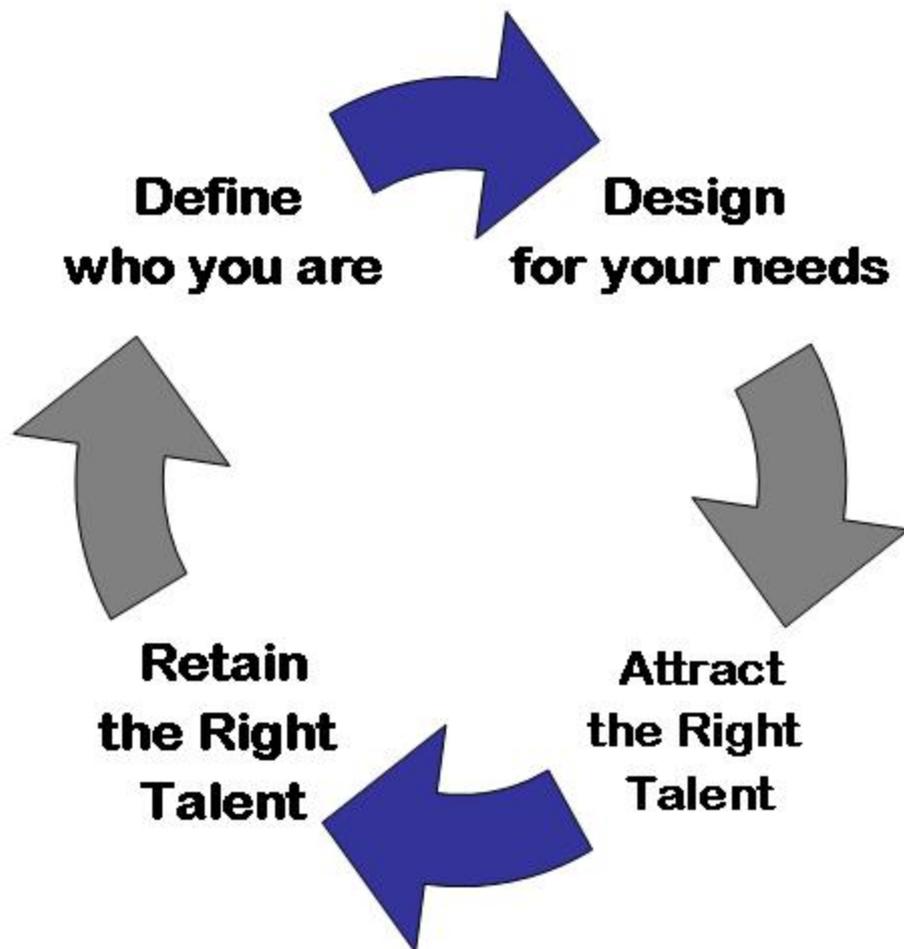


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# Talent Strategy





# Who Are You?

**MISSION** – What is your overall purpose?

**VISION**– What vividly describes your most effective operations?

**VALUES** – What matters to you? What core priorities should drive your members?



# What . . .

TASKS – need to be accomplished?

ROLES – need to be filled?

COMPETENCIES – do you need to meet these needs? to embody your values?



# **Job Descriptions define the employment relationship**

- Summary of duties & responsibilities (tasks)
- Essential Functions/Competencies
- Experience/Education necessary for job
- Supervisory Responsibility/Reporting Structure
- Physical and environment requirements



# How retention works

**PAY** – develop your compensation plan wisely

**PLAY** – offer opportunities, challenges and fun

**EVALUATE** – set expectations and measure what you treasure

**COMMUNICATE** – set clear consequences and report with integrity



# Performance Management

- Regular coaching and counseling
- Self-evaluations
- Scheduled performance reviews
- 360° reviews
- Win-Win Agreements
- Performance Planning
- Strategic Planning



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# Resources

Veterans' Employment &\* Training  
Service (VETS)

[www.dol.gov/vets](http://www.dol.gov/vets)

Texas Veterans Leadership Program

[vets.texasworkforce.org](http://vets.texasworkforce.org)

Texas Workforce Commission

[WorkInTexas.com](http://WorkInTexas.com)



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# Q & A

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Thanks for your interest in  
the HR Resources of the SBDC CRC