

Creating Good Jobs Module

What does it mean to offer a good job?

A Good Job is a job that has a combination of features that contribute to employees' economic stability, economic mobility, and dignity.

Why should *good jobs* matter to you, the business owner?

- » **They leave an impact.** Good jobs can improve employees' lives so they can thrive and give back to the community while bolstering your business's reputation.
- » **They build a competitive advantage.** Offering good jobs opens doors for talented employees to stay and make your business more competitive.

- » **They demonstrate your leadership as a business.** Investing in job quality offers a way to build positive reputation in the community; and
- » **They offer you both support and control.** Good jobs improve your business operations, often resulting in lowered costs and a reliable loyal workforce.

With this in mind we offer these tools to help you to improve the quality of the jobs you offer. The module includes 8 resources that help you learn what a *good job* actually is, why it is important and where you can get started.

1

GOOD JOBS, GREAT RETURNS: STRENGTHENING BUSINESS, HOME, & COMMUNITY

Watch this brief video to learn how a good job benefits you and your community!

2

GOOD JOB INVENTORY

Use this inventory to reflect on what features of a good job you currently have in place and which you can plan to add in the future.

3

GUIDE TO HIRING: DO'S AND DON'TS TO CONSIDER

Read this guide to help you address good job features throughout the hiring process.

4

NEW HIRE CHECKLIST: SUPPORTING YOUR EMPLOYEES FROM THE START

Download this checklist to use as your road map for a new employee's Orientation, an important feature of a good job.

5

CREATING AN ONBOARDING PLAN

Use this guide to help you define an onboarding plan that supports employee engagement and retention.

6

BUILDING TRUST: CREATING JOBS PEOPLE WANT TO KEEP

Review these practical tips to help you build trust with your staff, an important step in relating to and understanding your employees.

7

BUDGETING FOR BENEFITS CALCULATOR

Enter your information to estimate the annual investment of benefits you plan to offer employees.

8

DEVELOPING YOUR EMPLOYEE HANDBOOK

Use this template to help you create a thorough employee handbook.