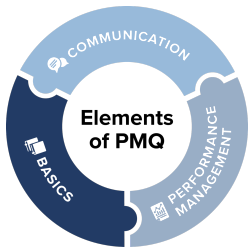


The Employee Life Cycle Overview

The Employee Life Cycle has 5 main phases:



People managers collaborate with others to manage these activities. Ask your supervisor for guidance and then follow up with the appropriate HR professional(s) in your organization. If you do not have an HR department, seek advice from organizations like SHRM. Always adhere to your company's specific policies and procedures.



1. Recruitment is how you find and acquire talent to join your team.

2. Onboarding has three phases – preboarding, orientation and onboarding.

As a people manager, you are responsible for ensuring all three phases are planned and executed well, as this process is key to retaining your new employees. It matters!

3. Performance and development go hand in hand throughout an employee’s tenure with an organization. Together, they are often referred to as performance management. Setting clear expectations and responsibilities for your team is crucial for performance. You need to guide your team toward goal completion and regularly assess for skill gaps.

4. Development is how you encourage and motivate your team to grow individual and team performance.

5. Separation addresses when an employee leaves the organization. There are two types of separations: voluntary and involuntary.

You will find specific job aids on each of these phases to provide guidance and support on how to be a better people manager in these areas.