

PRINCIPLE THREE RESOURCES

LEVERAGING THE ORGANIZATION'S MISSION, VISION, & VALUES

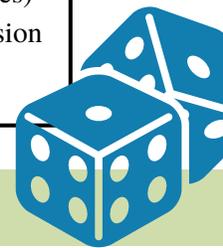
Team members are inspired by the why behind their jobs. One way to foster a sense of team member engagement and increase retention is to incorporate your organization's mission, vision, and values into the new team member onboarding experience.

Mission, vision, and value statements help develop a sense of job satisfaction, giving perspective to what a team member is doing, how they are to do it, and why they are doing it. A mission statement explains an organization's history – why the organization exists. A vision statement explains where the organization is going or what the organization is doing. Values describe what the organization is going to do (including behaviors and attitudes) and how the organization is going to accomplish those goals.

For team members to feel engaged with an organization's mission, vision, and values, you have to do more than print the statements in handbooks and post the values on the wall. Invite team members to explore the meaning and application of these statements to their everyday job tasks.

Here are some effective ways to engage your team with your mission, vision, and values.

STAGE OF EMPLOYMENT	TOOL (with links)	DESCRIPTION OF TOOL
Organization wide process	Rolling the dice activity <u>FIND HERE</u>	This activity is intended to provide new hires and current team members with an opportunity to build familiarity with the organization's values, and to reflect on how organizational values determine what we are going to do (with what behaviors and attitudes), and how we are going to do it.
Organization wide process	Vision puzzle game activity <u>FIND HERE</u>	This activity is structured to provide team members with an experience that demonstrates how it is important to work together as a team to achieve both short and long-term goals. It is by achieving these goals (finding corner pieces and edge pieces) that the accomplishment of the organizational vision is possible.



STAGE OF EMPLOYMENT	TOOL (with links)	DESCRIPTION OF TOOL
Organization wide process	Career webpage audit <u>FIND HERE</u>	This tool is a checklist that organizations should use to audit their online career/job opportunities webpage for incorporation of the organization's mission, vision, and values as well as general best practice items.
Pre-application	Job description writing - aligning to mission/vision/values <u>FIND HERE</u>	This tool will help you review, audit or create job descriptions that incorporate the organization's mission, vision, and values and general best practices that when used can increase team member engagement and team member retention rates because overall job satisfaction is improved.
Onboarding	Orientation assessment week 1 <u>FIND HERE</u>	This tool allows for an opportunity for new hires to share feedback related to the helpfulness the orientation program in their first week of employment. It also establishes a quality measure by verifying that team members have felt welcomed, have been provided with the appropriate tools and resources to complete their job and allows leadership to solicit ideas from the people they serve related to the structure of their training and development. Feedback from this tool will help improve orientation and onboarding programming in the future.
Onboarding	Orientation assessment week 2 <u>FIND HERE</u>	This tool provides an opportunity for new hires to share feedback on the onboarding program in their second week of employment and establishes a quality measure by confirming whether team members are starting to build relationships within the work environment, feel connected to the organization's culture, and know where to go if they have questions or concerns (ensuring team members feel safe in their work environment). More importantly, this tool provides an opportunity to facilitate a culture of gratitude and encouragement of positive welcoming behaviors. Feedback from this tool will help improve future orientation and onboarding programming.

STAGE OF EMPLOYMENT	TOOL (with links)	DESCRIPTION OF TOOL
Onboarding	Living our mission and values activity <u>FIND HERE</u>	This activity is intended to provide mentees with an opportunity to explore the presence of the organization’s mission and values in everyday work. The activity discusses how values impact one’s approach, and interactions with team members.
Onboarding	Supporting our vision mentor activity <u>FIND HERE</u>	This activity is meant to provide the mentee with an increased understanding of the organization’s vision and the relationship of the vision to an organization’s short-term, long-term, or strategic goals and the team member's role.
Onboarding	Nomenclature/ jargon/facility and industry terms <u>FIND HERE</u>	This tool is modified from the U.S. Department of Health and Human Services webpage and provides team members with basic knowledge of key terms and references used within long term care.
Onboarding	Onboarding assessment 30 days <u>FIND HERE</u>	This tool allows for an opportunity for new hires to share feedback related to the helpfulness the orientation program in their first 30 days of employment. It also establishes a quality measure by confirming if team members are starting to build relationships within the work environment, are beginning to feel connected to the organization’s culture (the “why”), and know where to go if they have questions or concerns (ensuring team members feel safe in their work environment). More importantly, this tool provides an opportunity to facilitate a culture of gratitude and encouragement of positive welcoming behaviors. Feedback from this tool will help improve orientation and onboarding programming in the future.

STAGE OF EMPLOYMENT	TOOL (with links)	DESCRIPTION OF TOOL
Onboarding	<p>Onboarding assessment 60 days</p> <p><u>FIND HERE</u></p>	<p>The 60-day assessment focuses on asking recent hires for feedback on the expectations of their role, their relationship with their supervisor(s), the understanding of the overall organizational culture, and the relationships being built with residents. It allows to assess if the hire has an expectation of staying with the organization in a year's time and if they're making connections between the vision, mission and values statements and their role and duties.</p>
Onboarding	<p>Onboarding assessment 90 days</p> <p><u>FIND HERE</u></p>	<p>The 90-day assessment offers a nuanced opportunity to assess how well the new hire understands their role and how it intersects with other departments and functions within the organization; if they are creating relationships with staff, resident, and residents' family members; if they feel comfortable working independently; and if they are comfortable sharing feedback and asking questions from leadership. This assessment also invites feedback on what the organization can do to improve upon the orientation/onboarding process.</p>
Onboarding	<p>Onboarding assessment next level leader (30/60 days)</p> <p><u>FIND HERE</u></p>	<p>The purpose of this meeting is to strengthen communication across the organization and for the next level leader (a team member's manager's manager) to check in with the new hire to learn more about the new team member's overall onboarding experience. This meeting is intended to be structured in a casual dialogue format. This meeting is not to cover formal training topics.</p>

We hope these resources will help you leverage your organization's mission, vision, and values. LeadingAge Illinois is here to help. Visit leadingageil.org for more resources like this.

