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## *The Future Workplace Experience: Is Your HR Department Ready?*

The business world is more focused on the need to innovate today. Try to be more innovative with your company's culture, leadership style, technology goals, strategy, etc...

One thing that often doesn't get as much traction is Human Resources. The future workplace experience is changing. **How does your HR department measure up?** Are you ready?

### *The Future Workplace Experience*

If you want to have an Innovative HR department, then you check out *The Future Workplace Experience: 10 Rules for Mastering Disruption in Recruiting and Engaging Employees* by Meister and Mulcahy. This great read is helpful for both workers and human resources to see the innovative workplace changes.

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Are You Ready For the Future Workplace?

## *Resolutions You Can Accomplish By The End Of The Year!*

While it may be the last month of the year, there is still time to knock out a few more resolutions before it is over. Looking back over the year, you may be wondering what you've been doing. Take some time to celebrate your accomplishments and set some new goals that will help improve your performance in all areas of life; *personally and professionally.*

### **Do the following before the end of the year:**

**Refocus your morning habits** – Instead of struggling through the morning before you head to work, regroup and try to set up some good, solid morning habits. Consider pulling back the curtains and letting the sun shine in your windows. Set your coffee the night before and take some time to sit and enjoy it as you read for a few minutes. Make your bed when you get up because it will make your room look tidier.

Brainstorm ways to help you feel more ready and begin to form some new morning habits.

**Get some extra sleep** – Try to get to bed earlier or set your alarm later. Often, it becomes easy to do one more thing around the house or to check email one more time to get ready for the next day. Try skipping this and get some extra sleep instead.

**Take time to read daily** – We live in a world where you can watch TV or videos on any mobile device at any time.

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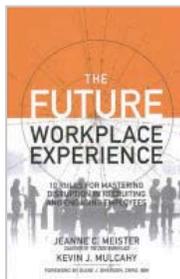
The book focuses on the trends in the future from a fresh perspective.

In recent years, people began to consider the opportunity of employees to work from anywhere and on a flexible schedule. They seem to have forgotten the employer though. There is still a need for hiring managers, recruiters, and the HR department.

***The Employer Side of Things***

This book will shed some light on the employer side of things and the future of work. Specifically, it focuses on 10 trends that will change the way employers recruit, train, and the manner that they use freelancers for projects. The goal is to embrace an innovative approach where you focus less on the 9 to 5 parameters of one’s day job.

Employers should shift their thinking to attract top talent and give them work that is designed for their particular skill sets. The book encourages employers to rethink the entire hiring process and to switch gears on leadership styles as appropriate.



***Worth the Read***

Meister and Mulcahy’s book is absolutely worth the read. Their findings are geared toward the audience of “gig economy” employers. The material is sure to give ways for leaders to implement innovative strategies for management and HR departments.

This book is different than other business books on the market. The key focus is on people. Technological innovation is great but if you miss the mark with people, then you don’t have much left. The best practices in this book will enable others to see the future workplace in a different light and give their business the opportunity to thrive. ❖

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Rather than focusing on so much screen time, consider reading about 30 minutes per day. Find something encouraging to read which will nurture your mind.

**Get out of your rut** – You still have time to do something new this year. Try to get out of your rut and embrace something that you haven’t done before. This is a great way to enjoy life and make it feel less mundane.

**Consider what you’re thankful for** – Work and life can be busy. It is easy to get overwhelmed, so take time out to write down what you are thankful for. Seeing it on paper will enhance your attitude and allow you to feel more positive and grateful, which will help you at work too.

**Network with someone each week** – Rather than getting stagnant, be sure to network with someone each week. We learn so much from others and they can be an encouragement too. Be sure to take time out each week to build relationships by connecting with others.

There is still time to set some new resolutions/goals that will rejuvenate you for the remaining part of the year. Get started today because time is ticking and the New Year will be here before you know it. ❖

*What will you accomplish by the end of the year?*

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*Happy Holidays!!*





## *New Laws Banning The Salary History Question*

Potential new laws are on the horizon that would ban employers asking questions about salary history during the interview process. Restrictions in Massachusetts, Delaware, Oregon, New York City, San Francisco, and Philadelphia have already passed legislation that prohibits employers from requesting salary information from job candidates. Hefty fines will be imposed on those that do not comply.

These laws are becoming more prevalent in order to counteract the disadvantages that salary history requests put on women and other minority groups. Often employers do not intend to use the info against the candidate but bias opinions can creep in if salary history is discussed.

Here are some recommendations to ensure that you adhere to such laws and prepare in advance for those that may come into play in your municipality.



### ***Employers should avoid asking about salary***

***history*** – Once the information is out on the candidate's pay history, it can never be taken back and could affect the thought processes of the employer. The gender gap is a real problem and minorities suffer too when it comes to prior salary history. Let it not even become a factor and simply don't discuss it during the interview process.

***Focus on the open position and the pay expectation*** – Rather than discussing salary history, employers should talk with their candidate about the responsibilities and skill sets necessary required for the position. The conversation should be a two-way street where both of you discuss the expectations when it comes to salary.

Be sure that Human Resources have made the salary amount clear as far as what the company will pay. Go into the interview ready to discuss options with your candidate. Previous salary history should not have a bearing on what they will get paid.

***Know that this is not just for female candidates*** – The laws banning the salary history question are not only to protect women. In fact, this is important for all candidates and an essential element to a company's culture. Avoiding these questions shows that you are unbiased and pay based on what suits the role and candidate that accepts the position.

In any situation, you want to be sure that you handle salary questions with attention and detail. The laws that have been put in place and are coming in the near future will help to protect candidates and keep employers an unbiased mindset. The compensation discussion should be beneficial to both the candidate and company. Work to keep these conversations positive with the goal to eliminate any unfair practices. ❖

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### **Top 10 Most Popular Books Of All Time...**

1. *Don Quixote* by Miguel de Cervantes 500 million copies sold
2. *A Tale of Two Cities* by Charles Dickens 200 million copies sold
3. *The Lord of the Rings* by J.R.R. Tolkien 150 million copies sold
4. *The Little Prince* by Antoine de Saint-Exupery 142 million copies sold
5. *Harry Potter and the Sorcerer's Stone* by J.L. Rowling 107 million copies sold
6. *And Then There Were None* by Agatha Christie 100 million copies sold
7. *The Dream of the Red Table* by Cao Xueqin 100 million copies sold
8. *The Hobbit* by J.R.R. Tolkien 100 million copies sold
9. *The Lion, the Witch and the Wardrobe* by C.S. Lewis 85 million copies sold
10. *The Da Vinci Code* by Dan Brown 80 million copies sold ❖

Source: FactRetriever.com



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## How To Help Employees Manage Workplace Stress

In their paper, “*Reducing Occupational Stress: An Introductory Guide for Managers, Supervisors, and Union Members*,” co-authors Janet Cahill, Paul Landsbergis, and Peter Schnall offer some useful information that may help you improve the health and productivity of employees.

*Here are a few of their recommendations:*

- **Increase the level of social support from co-workers and supervisors.** Approaches can include proactive supervisory training, conflict resolution training, and staff retreats.
- **Improve physical working conditions.** Approaches include improving indoor air quality, reducing hazards such as noise, toxins, and chemicals, and redesigning jobs to reduce the incidence of repetitive-strain injuries.
- **Suggest healthy ways to use computers.** Good ergonomics are a key to healthy computer use. State health departments may be able to help your organization choose the proper equipment and lighting. Also, involve staff in choosing new equipment. The user should be able to make informed choices.
- **Maintain job demands at healthy levels.** Possible approaches include less overtime and reduced workload.
- **Provide healthy work schedules.** Rotate shifts, use flextime or other alternative schedules, and reduce forced overtime.
- **Offer relaxation training.** Stress management consultants are available to train employees in relaxation techniques. For example, the New York Open Center offers stress management and corporate programs. One course, “*Stress Relief for the Office Worker*,” includes yoga, aromatherapy, and other self-help techniques.❖



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## Identifying Potential Team Leaders

As a team leader, you are the most important source for identifying potential team leaders in your company. This list shows some of the things you should remember as you evaluate your team members:

- Observe each members behaviors, skills, attitudes, values, and personalities.
- Have clear goals and objectives outlined for each members. (Or review what they have outlined)
- Make sure each team member has an opportunity to be the leader of a project or task.
- Encourage them to enhance their skills by attending seminars, getting leadership training and development, and/or taking educational courses.
- Keep everyone aware of your teams goals, objectives, and accomplishments.



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