



## Managing Employees

Time is money. If you are losing the ability to increase revenue because you are doing tasks someone else could do for less money, it's time to hire.

### **What should you look for in an employee?**

One employee can make or break your business. So how do you ensure you hire the right one? In addition to finding a candidate who has the skills and experience you need, look for someone who is trustworthy and gets along well with others. After you have narrowed it down to a few selections, you must always check their references. No matter how nice they seem, they may have a questionable past or work history. To save time, the Panhandle Regional Planning Commission ([prpc.cog.tx.us/programs/workforce/workforce-employer.htm](http://prpc.cog.tx.us/programs/workforce/workforce-employer.htm).) provides a broad range of employment services including employee screening.

### **Where do you find good employees?**

In addition to running ads in the newspaper and on-line job search web sites, colleges and universities are an ideal place to start your search. In the Texas Panhandle, Amarillo College ([www.actx.edu](http://www.actx.edu)) and West Texas A&M University ([www.wtamu.edu](http://www.wtamu.edu)) both have job fairs to match employers with graduating students. Another resource is the Texas Workforce Commission ([www.texasworkforce.org/jobs/job.html](http://www.texasworkforce.org/jobs/job.html).) web site, which allows companies to advertise a job opening and connect with qualified applicants.

### **How do you keep good employees?**

Keeping employees happy is a multifaceted task. In addition to providing a fair wage, an employer must consider benefits such as insurance and profit sharing. While providing insurance coverage for employees may be one of the biggest challenges facing small businesses, there are options to consider. For more information, visit the Texas Department of Insurance at (<http://www.tdi.state.tx.us/>). For more information on appropriate hourly rates and salaries, go to the Bureau of Labor Statistics ([http://www.bls.gov/oes/current/oes\\_nat.htm#b11-0000](http://www.bls.gov/oes/current/oes_nat.htm#b11-0000).)

Other keys to keeping good employees are establishing clear policies, effectively communicating expectations and remembering the old saying, "You catch more flies with honey than with vinegar." Running a small business can be stressful but don't pass your stress along to your employees. Keep your cool. Good people want to work in a positive environment. For more tips on this subject, consider taking human relations and communications courses for entrepreneurs at Amarillo College. ([www.actx.edu](http://www.actx.edu))

Dumas Economic Development Corporation can help with employee and workforce development. Contact us at 806-934-3332 or see our website at [www.dumasedc.org](http://www.dumasedc.org) for more information.