

Comptroller's Mission

To Make Government Work Better

TENNESSEE COMPTROLLER OF THE TREASURY

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# Hiring the Right Candidate • Interviews • What not to ask • Behavioral-based questions • Selection • Job role fit • Culture fit • Onboarding • Informative and Interesting TENNESSEE COMPTROLLER OF THE TREASURY

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# Timesheet Recording • Various methods used to verify employee time • Records should always be reviewed and authorized by supervisor • Approaches to collecting data • Exception basis • Completed timecards or timesheets • Computerized system Tennessee Comptroller of the Treasury

### Important Employment Laws

- Family Medical Leave Act
- Americans with Disability Act
- At-Will employment
- Abusive Conduct
- State and Federal Employment Posters



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# **Cultivating Culture**

A strong workplace culture increases employee retention, overall workplace satisfaction, employee referrals, motivation and job satisfaction.

- Create a meaningful and easy-to-remember mission statement
- mission statement
  2. Identify and exemplify your core values
- 3. Create a sense of belonging for all
- Address any issues creating negativity

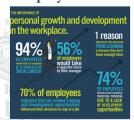




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# **Employee Growth and Development**

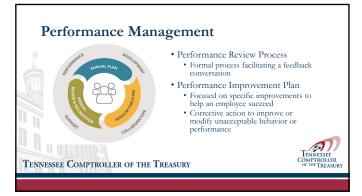


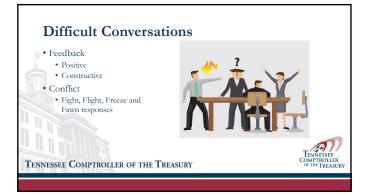
An essential workplace element leading to a stronger culture, retention and organizational success.

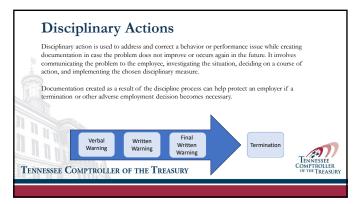
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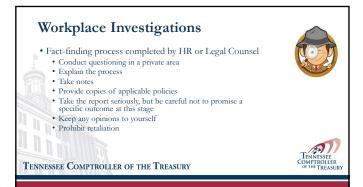


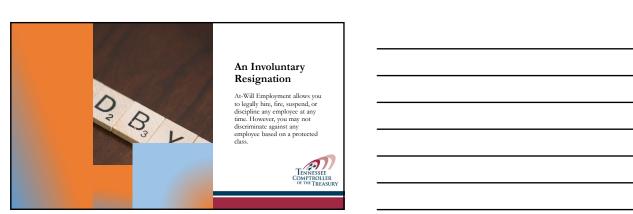












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