

From: [Whitaker, Heather](#)
To: [#ISDH All Supervisors-Managers List](#)
Cc: [Wallace, Andre](#); [Cramer, Zachery](#)
Subject: Affirmative Action Plan
Date: Wednesday, November 9, 2022 4:28:18 PM
Attachments: [FW Improving the Candidate Experience Together.msg](#) [AAP Indiana Department of Health Q2 2022.xlsx](#) [Exit Survey Trend \(through Q3 2022\).pdf](#) [AAP vs IN Census.pdf](#)

Good afternoon,

Thank you for taking the time to participate in the [IDOH Affirmative Action Plan](#) (AAP) discussion last week. If you missed this meeting, be sure you take the time to watch it ASAP – recording found [here](#).



AAP Purpose/Importance

As we know, that State of Indiana is committed to recruit, select, develop, and promote employees based on individual ability and job performance. Our [policy](#) is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation or gender identity, physical or mental disability, or veteran status. As a supervisor, you serve a critical role which is outlined in the policy. It is incredibly important that you operationalize and create objectives towards this. We've provided suggestions below to get you started.

Supervisor Goals – take action!

The goals identified by members of the IDOH executive team can be found on page 29 of the Affirmative Action Plan linked above. At a minimum, I ask that you be proactive towards these in the following ways:

- Complete, understand, and apply knowledge obtained from the following training opportunities: [Fair and Effective Interviewing for Diversity and Inclusion](#) and [Diversity Recruiting](#).
 - A specific DEI learning path can be found [here](#) but there are many other courses available via SF Learning. Use the keyword search feature.
 - Check out the resources we've already added to [HR: DEI page](#) on [The Nerve Center](#). IDOH HR will continue to build upon this page so check back often.
- Disposition your candidates as soon as you review them. Review the attached email about the importance of the [candidate experience](#). It is especially important that we are able to dive in deeper next year to determine adverse impact comparing qualified candidates vs comparing to any candidate that applies to your jobs. The best way to do this is for you to use the appropriate dispositions – list found [here](#).
- Collaborate within your teams to create your own goals. Include continuous learning and application of knowledge obtained within the area of diversity, equity, and inclusion.

Follow Up Items from Discussion

I hope you all agree that we had great discussion within this meeting. Thank you again for the feedback. I've outlined some of it below for reference including further research and information.

- Our **contractual vendors** are not collecting data we can use towards our Affirmative Action Plan to get the full workforce picture you recommended. While I recognize that contractors are an important part of our workforce, the IRS very specifically requires employers to not blur the line between employee/contractor so we will be unable to include them in this. As your budgets allow, I encourage you to work towards converting your contractors to state employment if this makes sense for all parties. We can create new PCNs for this purpose. Contact me directly if you'd like to discuss this option.
- Attached are the [data in MS Excel](#) used to put together this AAP.
- Our [Exit Survey trend](#) is attached. We collect much more information than this but in the interest of maintaining the anonymity of responses, this is currently only shared with the exec team.
 - NOTE: Open ended responses are de-identified even with the exec team to ensure anonymity.
- Attached is the [census vs AAP data](#) that Nick presented as a supplemental reference.
- **Recruitment Action Plan**
 - Zach Cramer is working with the TA Division to develop an intersectional look at different opportunities to recruit diverse talent in different fields (medical, legal, etc).
 - Andre Wallace will identify ways to share sourcing used for our job postings and identify opportunities for career fairs, etc.
 - Andre Wallace will discuss within the Talent Acquisition division the possibility of high school recruitment events to drive interest toward public health at an earlier age.
 - Supervisors are encouraged to promote their own employment opportunities and to reach out to [Andre Wallace](#), IDOH Talent Acquisition Consultant, directly for assistance at any time.
 - Feel free to edit and share our Recruitment Flyer found [here](#).
 - By request, Andre can send you the internal (state employee only) and/or external (anyone else) direct links to your specific job postings.
 - Share with Andre any sourcing options you have within your own established networks so he can incorporate them.

I appreciate your partnership with this. If you have further feedback and/or questions, please reach out to me or [Nick Phillips](#) directly.

Thank you,



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