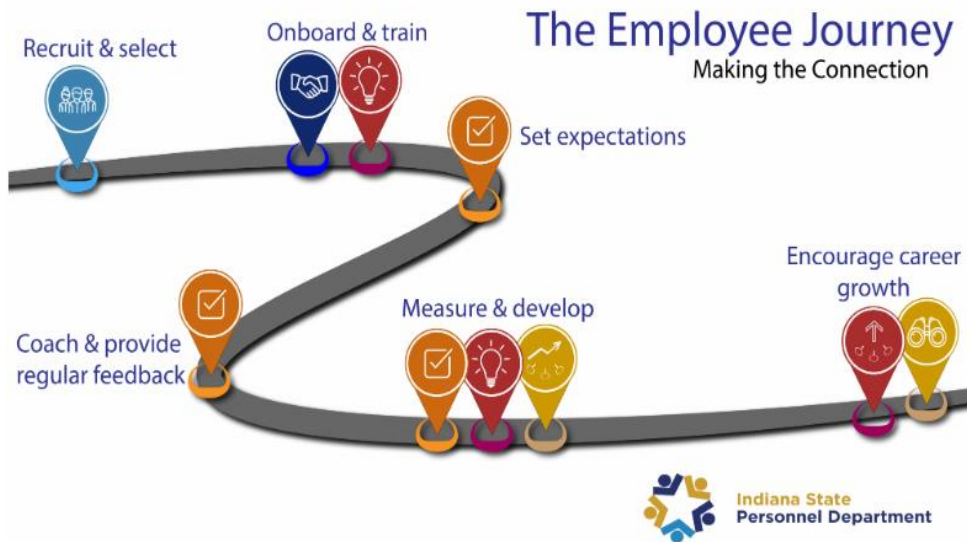




# HR MONTHLY RESOURCE



## The Nerve Center: Human Resources

Did you know you can also find several helpful topics based on our most frequently asked questions via The Nerve Center including IDOH HR contact information? Check it out [here](#).

## Affirmative Action: Supervisor Goals and Action

HR Director Heather Whitaker followed up the Affirmative Action meeting outlining the takeaways as well as providing information on how IDOH can be proactive at achieving our goals. At a minimum, we 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.
- ✚ **Disposition your candidates** as soon as you review them. Refer to Heather's 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 candidate's 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.

## Important Reminders:

1. Have you completed Ethics Training? **DUE 12/13**
2. Perf Mgmt deadlines –  
12/11: Self-Assessments  
1/8: Supv Assessments
3. Start thinking of 2023 goals.
4. Don't forget about [LEAD](#).

## IDOH HR Contacts

**HR Nerve Center**  
[Employee Resources](#)

**General HR Inbox**  
[isdhHRmail@spd.IN.gov](mailto:isdhHRmail@spd.IN.gov)

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## Performance Reviews: Evaluating Performance



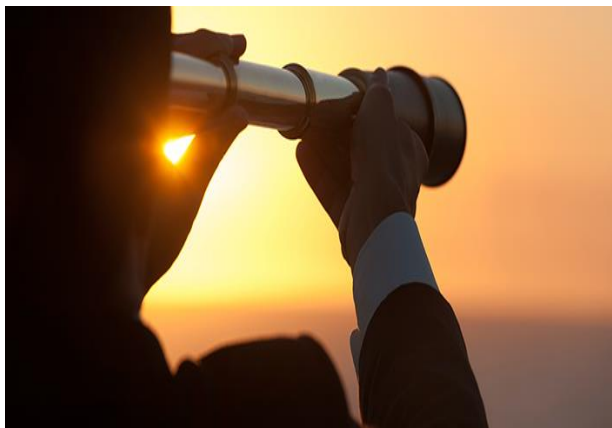
The Performance Evaluation Review period has kicked off and the Self-Assessment step is underway.

### 2022 Performance Appraisal Current Steps

11/21/2022	Appraisals launch
12/11/2022	Employee self-assessment is due
1/8/2023	First level Supervisor Assessment is due
1/22/2023	Second level Manager review is due
1/29/2023	HR Approver review is due
2/12/2023	Appointing Authority approval is due

***Check out page 4 of this newsletter for beneficial trainings on the Performance Appraisal process!***

## Performance Goal Setting: Looking Ahead to 2023



As the 2022 performance evaluation period is now underway, it would be a good time to look ahead to next year's evaluation period as well. As IDOH evolves and the needs of those we serve evolve, so to do our goals and performance measurements. Are your teams' current goals still representative of our desired outcomes? Do you need to update how these goals are measured? Have we added or changed any roles which should be accounted for going forward? Have you included goals that help advance the [IDOH Strategic Plan](#)? Taking the time now while we are already looking at our current goal outcomes will allow us to be more prepared to evaluate performance in the upcoming year.

Ideally, when you meet with each employee about their 2022 performance, you can also discuss their 2023 goals.

**Training Opportunity:** Click [here](#) to register for a virtual workshop led by the INSPD Performance Management division meant to help you develop SMART and developmental goals and create action plans.

**\*You will need to [register for this course](#) online selecting a date from the options provided to attend\***

# DON'T MISS OUT

## ON THESE IMPORTANT DEADLINES

### SEPTEMBER 30

#### Premium Discount Deadline

Last day to complete your premium discount activity for the 2023 Premium Discount.

### NOVEMBER 30

#### Wellness Visit = \$100

Results must be visible in the ActiveHealth portal by this day to earn the \$100 gift card.

#### Dental Cleaning = \$50

Dental visit must be loaded in the ActiveHealth portal by this day to earn the \$50 gift card.

#### Health Assessment = \$25

Last day to complete health assessment to earn \$25 gift card.

### DECEMBER 31

#### Gift Card Deadline

Last day to redeem gift cards earned in 2022.

LEARN MORE: [on.in.gov/Deadlines](https://on.in.gov/Deadlines)

IDOH 2022 Wellness	Premium Discount (52%)	Health Assessment (61%)	Wellness Visit (34%)	Annual Physical (50%)	Flu Shots (53%)	Dental Cleaning (40%)
May	11.2%	40.4%	9.5%	6.7%	--	16.2%
June	15.6%	43.5%	9.9%	6.7%	--	16.2%
July	19.2%	46.1%	11.3%	20.2%	--	44.9%
August	29.2%	49.3%	14.6%	24.5%	--	50.9%
September	47.3%	53.9%	20.5%	TBD	--	TBD
October	--	53.9%	TBD	TBD	TBD	TBD
November	49.9%	56.2%	29%	24.5%	TBD	50.9%
December	--	--	--			--

\*Data migration issues have stalled our visibility of monthly updates. We will update once this becomes available to us again.

### STAY INFORMED VIA TEXT MESSAGING

Sign up to receive text alerts about your benefits.

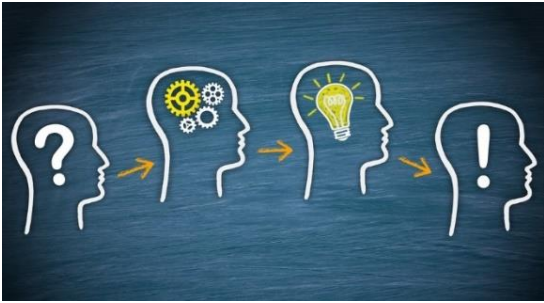
Sign Up



Invest In Your Health

## Professional Development: Continuing Education

For state employees who are new or have never utilized our LinkedIn Learning account, click [here](#) for help logging on. If you have specific questions or issues, contact [SPD Training](#).



### Top 5 Courses Completed by IDOH Employees

1. [Managing Stress for Positive Change](#)
2. [Excel Essential Training \(Office 365/Microsoft 365\)](#)
3. [Having Difficult Conversations](#)
4. [Managing Teams](#)
5. [Setting Team and Employee Goals Using SMART Methodology](#)

**Top 5 Hidden Gems:** Courses with lower participation which can provide BIG impact

1. [Communicating about Culturally Sensitive Issues](#)
2. [Learning from Failure](#)
3. [Working with Difficult People](#)
4. [Holding Yourself Accountable](#)
5. [Managing Your Emotions at Work](#)



## Training Spotlight: Performance Appraisals and Evaluating Your Employees

View the full [Performance Management Training Schedule](#) from the INSPD Performance Management team. Some have been outlined below for your convenience.

### **Performance & Goals: Annual Performance Appraisal**

In this training, you will review the steps of the performance appraisal process and learn how to complete your role's responsibilities in SuccessFactors

### **Performance & Goals: Foundations of Effective Evaluation**

In this training, you will review how to effectively evaluate performance, reduce the impact of bias, and improve future performance.

### **Performance & Goals: Effective Evaluation at the Performance Appraisal**

In this live event, you will learn more about the role and responsibilities of managers and second-level managers, how to use goal and performance calibration to improve the effectiveness and consistency of evaluation at your agency and get tips to improve your process efficiency. **\*Required Pre-requisite: Foundations of Effective Evaluation. Then [register for this course](#).\***

### **Performance & Goals: Building a Culture of Accountability:**

Managers will be able to understand the difference between equity, inclusion, and opportunity; make decisions that balance empathetic, inclusive supervision w/ accountability; equitably identify and engage talent for performance improvement or career development; and use performance management tools timely and consistently to hold managers and employees accountable. **\*Required Pre-requisite: Foundations of Effective Evaluation. Then [register for this course](#).\***

# HR Metrics: Data Driven Look at IDOH and the State of Indiana

**Professional Development:** Keep promoting the WHOLE policy and encourage a culture of learning.

Linkedin Learning	2019	2020	2021	YTD
# Completed Courses	133	566	485	792
% Staff Participation	7.6	9.4	16.2	25.9

<u>LEAD: Leadership Education &amp; Development</u>	Supv	Non-Supv
# Staff Enrolled	34	50
# Staff Completed	26	45

## Time To Hire (goal <20 days/mo)

Definition: Application Date to Initiate Offer Approval.  
This is called the "candidate experience."

	Jan	Feb	Mar	April	May	June
IDOH	43	48	35	21	37	28
SOI	36	32	26	26	38	27
	July	Aug	Sept	Oct	Nov	Dec
IDOH	28	39	34	32	35	
SOI	27	28	28	32	23	

## Vacancy Rate (goal <25%/mo)

Definition: Percentage of Positions Vacant

	Jan	Feb	Mar	April	May	June
IDOH	17	17	17	18	17	16
SOI	--	--	--	--	--	19
	July	Aug	Sept	Oct	Nov	Dec
IDOH	15	16.8	15.4	17	15.6	
SOI	19	20	19.7	20	19.3	

## YTD Turnover (goal <18% annual, voluntary)

Definition: percentage of voluntary resignations, retirements, transfers out as compared to hires and rehires

	Jan	Feb	Mar	April	May	June
IDOH	1.7	4.5	6.6	9	11.2	12.2
SOI	1.96	3.63	5.48	7.71	9.34	10.85
	July	Aug	Sept	Oct	Nov	Dec
IDOH	13.4	15.8	17.1	19.52	20.01	
SOI	12.5	12.4	13.7	17.21	18.04	

	2019	2020	2021
IDOH	16.34	15.1	24.2
SOI	12.9	12.63	19.18

## Recognition (YTD)

<b>Spot Bonus</b> (budget \$81,800/FY)	85 bonuses / \$49,350
<b>Remote Work</b> (excl. field staff)	311 participating
<b>Education Reimbursement</b>	32 reimb / \$76,640.57
<b>Referral Bonus</b>	1 reimb / \$500, 4 eligible applications

## Performance Mgmt: 2019-2021

	2021	2020	2019
<b>Exemplary</b>	37	24	15
<b>Exceeds</b>	284	248	144
<b>Successful</b>	394	456	545
<b>Other</b>	58	107	99