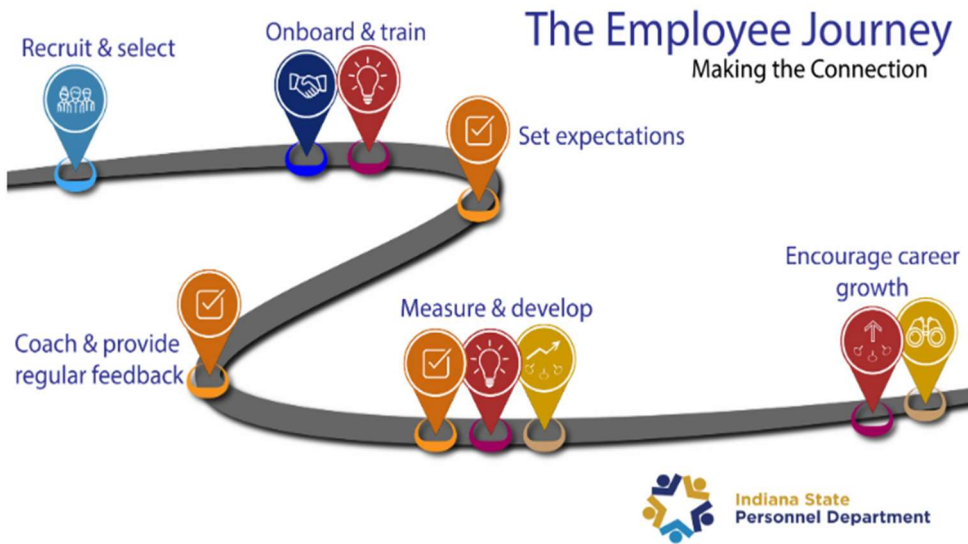




HR MONTHLY RESOURCE



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](#).

Performance Goal Setting: Goal Setting for 2023

As the 2022 performance evaluation period continues to move on to the supervisory assessment steps, it is now important to take this time to begin setting up your employee's goals for the Performance Review period of 2023. You should have already begun thinking of any potential changes to your goal plans for the next year and now it is time to put those plans into action.

Remember, when creating goals:

- Collaborate with employee for goal suggestions.
- Consider desired outcomes for your team and the Agency.
- Consider how these goals are measured.
- Consider any changes in roles on your team.
- Are you including goals to advance our [IDOH Strategic Plan](#)?

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

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

Performance & Goals Upcoming Deadlines:

- 1/8: Supervisor Assessment
- 1/22: 2nd level Manager Review
- 1/29: Human Resources Review
- 2/12: Appointing Authority Review
- TBD: Appraisal discussions with staff
- 3/5: 2023 IDOH goal setting deadline

IDOH HR Contacts

HR Nerve Center

[Employee Resources](#)

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Wellness Rewards Program: New Updates and Changes for 2023

As you may have heard, a new, simplified Wellness Rewards program is replacing the option to earn a premium discount in 2024. In the new program, employees on the state health insurance plan can earn up to \$500—and \$1000 if you cover your spouse, by completing wellness activities. The new program has 25 activities to choose from, and you can start earning rewards right away by logging into the [ActiveHealth](#) portal. To learn more about the new program and to earn a \$15 gift card, sign up for a [Maximize Your Program webinar](#) today.

Gift cards are redeemed in increments of \$50. Check out this Starter Pack of activities to earn your first \$50 right away!:

- Sign up for and attend a Maximize Your Program webinar (Earn \$15)
- Complete a Health Assessment (Earn \$25)
- Complete the Invest In Your Health Website Scavenger Hunt (Earn \$5)
- Complete the Optum EAP Website Scavenger Hunt (Earn \$5) Log in to [ActiveHealth](#) to learn more and get started.

Why the change?

Improving health outcomes for state employees is the number one goal of the State Employee Health Plan—and evidence-based medicine tells us that preventive care is the most effective way to do that. Concerningly, coming out of the pandemic, only 37.6% of employees completed an annual physical in 2021, and many missed dental cleanings—both of which are critical to catching chronic and acute diseases early. These missed preventive care visits resulted in a high number of uncaught health conditions in 2022, and more employees are visiting the emergency room than ever before. Our goal moving forward is that 100% of employees on the State Employee Health Plan complete a free annual physical with a primary care provider. That's why the new program incentivizes free preventive care activities such as annual physicals, dental cleanings, and relevant health screenings at a much higher rate. Notably, among 25 other rewardable options, you will receive \$200 in gift card rewards just for completing a free annual physical exam. In addition, the number of rewardable preventive care screenings has been expanded from two to eight.

Remember, the new Wellness Rewards program prioritizes preventive care, and you can now earn \$200 in gift card rewards for completing an annual physical. To see a full list of rewardable activities, visit [Invest In Your Health Indiana](#) today.

If you have any questions about the new program or other benefits related questions, contact the Benefits Hotline Monday through Friday (7:30 a.m. to 5 p.m. ET) at 317-232-1167 within the Indianapolis area or toll-free outside Indianapolis at 1-877-248-0007, or via email at SPDBenefits@spd.in.gov.

Invest In Your Health

Wellness Rewards Program

Get Rewarded for What Matters



Complete wellness activities to earn up to \$500 in gift cards!

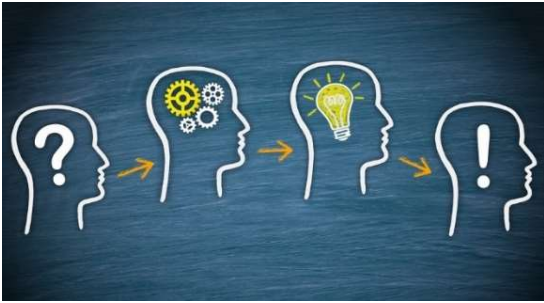
Log in to the ActiveHealth Rewards Center to learn more!
on.in.gov/GetRewards



Start Earning Rewards

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: Goal Setting and Managing Performance

View the full [Performance Management Training Schedule](#) from the INSPD Performance Management team. The following are just a few options, from both INSPD and LinkedIn Learning, to help develop goal plans for this year.

Successful Goal Setting

Discover how to scope out and define your career goals, removing anything that isn't quite right for you. Learn how to refine your objectives by identifying barriers and determining the steps you need to take to work towards your goal. To wrap up, Aimee shares strategies that can help you stay on track.

Performance & Goals: Creating SMART Performance and Development Goals & Action Plans

This training is designed to help individuals create SMART development goals and an action plan to achieve successful outcomes. At the end of this session, participants will be able to create SMART Development Goals, acceptable tools, Success Measures, to measure the standard of completion/acceptance, and action plans to achieve successful outcomes. 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***

Performance Management: Setting Goals and Managing Performance

As a manager, you want to set your employees up for success by helping them create smart goals that align with the needs of your organization and the skills the employee has and needs to develop. In this short course, the first installment in the Performance Management series, Dr. Todd Dewett digs into the manager's role in managing performance, helping you master both goal setting and performance management. Learn how to create an environment that's data driven and ensures support and accountability, as well as help your direct reports define and align smart goals.

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	2022
# Completed Courses	133	566	485	928
% Staff Participation	7.6	9.4	16.2	27.1

<u>LEAD: Leadership Education & Development</u>	Supv	Non-Supv
# Staff Enrolled	34	51
# Staff Completed	26	47

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	35
SOI	27	28	28	32	23	24

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	15
SOI	19	20	19.7	20	19.3	19.2

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	20.75
SOI	12.5	12.4	13.7	17.21	18.04	19

	2019	2020	2021
IDOH	16.34	15.1	24.2
SOI	12.9	12.63	19.18

Recognition (YTD)

Spot Bonus (budget \$81,800/FY)	115 bonuses / \$68,400
Remote Work (excl. field staff)	311 participating
Education Reimbursement	39 reimb / \$92,631.73
Referral Bonus	2 reimb / \$1,000

Performance Mgmt: 2019-2021

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