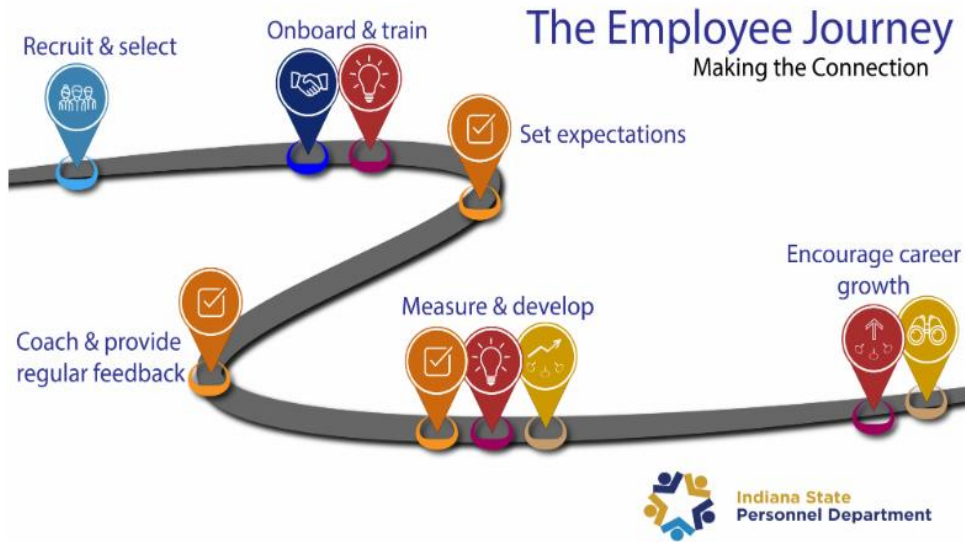




HR MONTHLY RESOURCE



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](#).

Reminder: Affirmative Action Plan (AAP) Goals

The State of Indiana is committed to recruit, select, develop, and promote employees based on individual ability and job performance. As a supervisor, you serve a critical role which is outlined in the [Affirmative Action policy](#). As a part of the 2022 AAP, supervisors were asked to work towards three goals identified by INSPD and IDOH senior leadership: (1) take two specific trainings via LinkedIn Learning; (2) timely and specifically disposition candidates; (3) create division specific goals.

As of April 2023, 2.7% of supervisors have completed the trainings and 22% of supervisors have a goal related to DEI or health equity. The disposition goal is still under review.

It is imperative we make this a priority to help not only achieve our AAP goals, but continue to build our understanding of Diversity & Inclusion and how it plays a role here at IDOH. You can find the AAP with goals [here](#) and the November presentation [here](#).

Find other DEI trainings on Page 4

Upcoming & Reminders:

We will be discussing 2023 Affirmative Action Plan goals based on 2022 data soon. Don't forget about the 2022 goals that were set! As a supervisor, you play a critical role in diversity, equity, and inclusion efforts that better our agency.

IDOH HR Contacts

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Reminder: Performance Management is year-round process



A common misconception is performance management is only addressed twice a year, during goal setting and the performance review. As a manager it is important to remember to get the best out of your employees and your team, performance management is a year-round process. One of the many benefits of the SuccessFactors system is the ability to provide our employees with this feedback through the **Continuous Performance Management** process.

Continuous Performance Management is a useful tool in any managers tool kit. This process involves continuous and consistent feedback and conversation with your staff regarding projects, developmental activities, changing deadlines, challenging conditions/issues, progress on goals, etc. These conversations can be documented inside of SuccessFactors in the

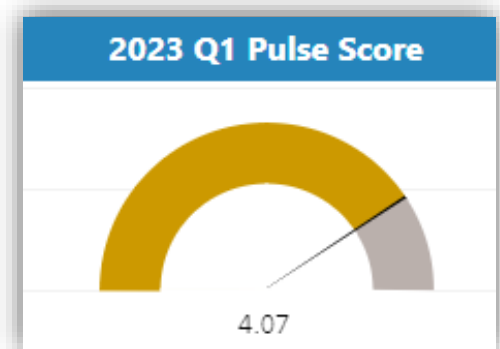
employee's goal plan and utilized at the end of the year to simplify the performance review process by having a reminder of the progress or accomplishments throughout the year. To learn how to utilize this tool for your employees, click [here](#) to access the Continuous Performance Management guide.

Reminder: Pulse Scores

Because of your efforts, IDOH reached an 89% state employee completion rate on the 2023 Quarter 1 Pulse Survey. THANK YOU! Shane Hatchett, Chief of Staff, presented on the takeaways in the [April Town Hall](#); however, you are welcome to review the specific results [here](#). Our overall score and many individual scores have increased!

As an agency, we are 88.21% engaged, do well with seeking professional development opportunities, care about our staff and each other, and feel strongly that our work is meaningful. In an effort to reduce the number of culture and climate surveys conducted, we elected to add agency-specific questions in this survey. The results of these questions were also mostly favorable!

Please continue to work towards improvement in the areas where we scored the lowest: meaningful recognition, access to professional development opportunities, and work relationships. Suggestions for improvement are listed in the link above.

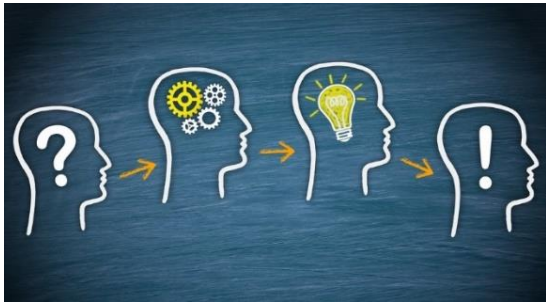


Congrats to the Public Health Protection and Health & Human Services Commissions for having the highest agency Pulse Scores. Keep up the good work!



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 in 2023

- [Fair and Effective Interviewing for Diversity and Inclusion](#)
- [Virtual Performance Reviews and Feedback](#)
- [Customer Service in the Field](#)
- [Diversity Recruiting](#)
- [Excel Essential Training \(Microsoft 365\)](#)

Training Spotlight: Diversity, Equity, and Inclusion

Through this LinkedIn Learning Path, [Diversity, Inclusion, and Belonging for All](#), supervisors and managers can learn about the challenges and opportunities inherent in working in diverse organizations. This transformative learning path reviews current thinking and best practices on essential topics such as bias in all of its forms, cultural competence, communication, allyship, and accountability. This learning path offers eight total trainings with a focus on defining diversity, inclusion and belonging, engaging in conversations about polarizing topics and connecting on a deeper level with colleagues and peers. The identified trainings include:

[Diversity, Inclusion, and Belonging](#) – Drive conversations and integrate DIB into your employee’s life cycle

[Inclusive Mindset](#) – Cultivate safe inclusive spaces and build a culture of empathy

[Unlocking Authentic Communication in a Culturally-Diverse Workplace](#) – Explore what it means to be authentic in a way that celebrates who you are and highlights importance of cultural differences

[Confronting Bias: Thriving Across Our Differences](#) – How to counter bias in our words and actions

[Unconscious Bias](#) – Understand the types of bias and how to effectively address them

[Communicating about Culturally Sensitive Issues](#) – Understanding and appreciating everybody’s unique lens

[Equity First: The Path to Inclusion and Belonging](#) – Develop and enact equitable practices in hiring and promotions

[Becoming an Ally to All](#) – How to reach wise allyship decisions



[Fair and Effective Interviewing for Diversity and Inclusion](#) – This course explains three key barriers to fair and effective interviewing across differences: our cultural diversity lens; discomfort with difference; and stereotypes and biases.

[Diversity Recruiting](#) – This course explains how to confidently approach the topic of bias and successfully address it when recruiting. It also outlines the most common mistakes that recruiters make as well as ways to assess your current recruiting strategy to achieve success.

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	YTD
# Completed Courses	133	566	485	928	276
% Staff Participation	7.6	9.4	16.2	27.1	14.5

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

Time To Hire (goal <20 days/mo)

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

Jan	Feb	Mar	April	May	June
29	31	31	30		
July	Aug	Sept	Oct	Nov	Dec

Vacancy Rate (goal <25%/mo)

Percentage of Positions Vacant

Jan	Feb	Mar	April	May	June
13	13	12	12		
July	Aug	Sept	Oct	Nov	Dec

YTD Days in Status for Hire

Goal: 14 days from date of application to notify HR

Disposition Status	Avg Days Each
Applied/Screen	6.2
Short List	7.2
Interview 1	11
Interview 2 (optional)	12.5
Notify HR of top candidate	0.8
Avg Total Days (1 interview)	25.5
Avg Total Days (2 interviews)	38

YTD Employee Churn (goal net positive)

Disposition Status	Positive	Negative
Hires/Rehires	70	
Transfers In	8	
Transfers Out		5
Terminations		22
Retirements		6
YTD Net Employee Churn	45	

YTD Turnover (goal <18% voluntary per year)

	2019	2020	2021	2022	YTD
IDOH	16.34	15.1	24.2	21.1	3.6
SOI	12.9	12.63	19.18	17.23	4.28

Affirmative Action Supervisor Goal Check

2022 AAP Goal Summary	% Target	% Actual YTD
Interview Training (2 courses)	100	4
Candidate Dispositioning	100	TBD
Supv Goal Plan incl DEI or HE	30	21

Recognition

Spot Bonus (budget \$87,500/FY)	130 / \$77,400
Remote Work (excl. field staff)	286 participants
Education Reimbursement (CY)	14 / \$30,011.02
Referral Bonus (Apr 2022 - current)	4 / \$2,000

Performance Appraisal Ratings

	2019	2020	2021	2022
Exemplary	15	24	37	17
Exceeds	144	248	284	269
Successful	545	456	394	484
Other	99	107	58	17