HR MONTHLY RESOURCE

Indiana State Personnel Department

The Employee Journey
Making the Connection

Recruit & select

Onboard & train

Set expectations

Encourage career growth

Measure & develop

Coach & provide regular feedback

Indiana State Personnel Department

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? Check it out **here**.

OE 2024 Reminder: Benefit Selection for 2024

Open Enrollment began on October 25, 2023! Don't forget to add your selections for your benefits for 2024. The deadline is approaching as the open enrollment period for the 2024 benefits year will be 10/25/2023 – 11/15/2023 (noon EST). There will be no extensions to this deadline. You can find plan information, rates and other helpful information **here.**

Important Reminders:
- Remind your staff to complete this before the deadline!
- Individuals who had the 2023 wellness discount must elect a new medical plan and HSA (if applicable).
- The non-tobacco use agreement WILL roll over this year so be sure to review and make changes if necessary.
- Your elections for the 2023 plan year for Flexible Spending Accounts (FSA) and Health Savings Accounts (HSA) also do not automatically continue. You must designate what amount(s) you want deducted from your paycheck for 2024.

For Open Enrollment Questions contact the INSPD Benefits Hotline at (317) 232-1167 (within Indianapolis) or 877-248-0007 (outside Indianapolis) or via email at spdbenefits@spd.in.gov.

Upcoming & Reminders:

- Open Enrollment ends November 15, 2023, 12pm EST!
- End of year appraisals launch this month!
- Click here for past editions of our monthly supervisor newsletter.

IDOH HR Contacts

HR Nerve Center
Employee Resources

General HR Inbox
HealthHR@spd.IN.gov

Heather Whitaker
HR Director
(317) 605-4323
hwhitaker@spd.in.gov

Cori Villecco
Senior HR Business Partner
(317) 233-7620
cvillecco@spd.in.gov

Megan Bierl
HR Business Partner
(317) 233-7522
mbierl@spd.in.gov

Madison Wilson
Talent Acquisition Consultant
MadWilson@spd.in.gov

April Norton
Workforce Strategy & Performance Consultant
ApNorton@spd.in.gov

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. ***Requried 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. ***Requried Pre-requisite: Foundations of Effective Evaluation. Then register for this course.***

Performance Reviews: Evaluating Performance

It's that time of the year again! The Performance Evaluation Review period kicks off this month beginning with Self-Assessments on November 20th. Supervisors can begin drafting assessments for their employees at that time as well. The annual performance appraisal provides the opportunity to formally review performance, highlight successes and make course corrections as necessary. Now is the time to review information gathered during the evaluation period (e.g. fact files, interim appraisals, customer feedback, etc.) and accurately document specific accomplishments and areas of improvement.
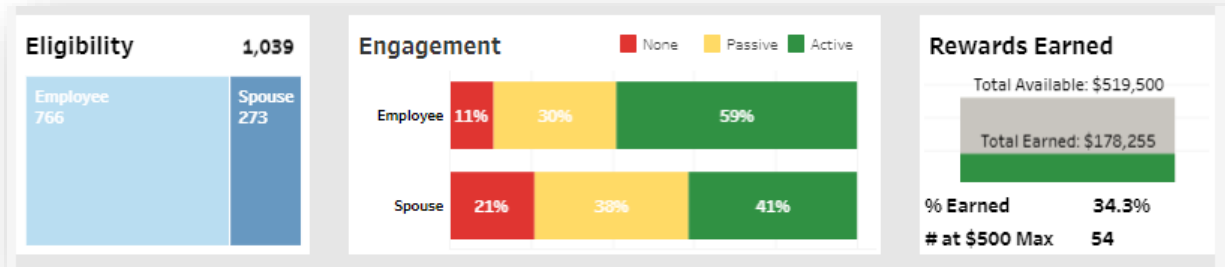
2023 Performance Appraisal Timeline

11/20/2023   Employees can submit the self-assessment • Managers can draft the manager assessment

12/10/2023   Employee Self-assessment is due

1/7/2024   First level Supervisor Assessment is due

1/21/2024   Second level Manager review is due

1/28/2024   HR Approver review is due

2/11/2024   Appointing Authority review and approval is due

Invest In Your Health — **Wellness Rewards Program**
Get Rewarded for What Matters
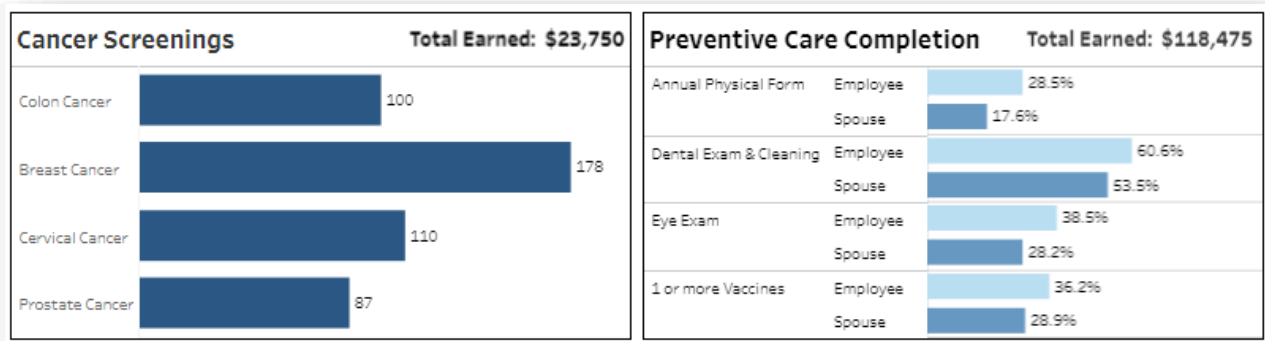
Employee Wellness: IDOH Wellness Engagement & Data

Whether or not we agree with the changes for this year's wellness programing, don't leave money on the table! This will be the only year we can double-dip (discount and gift cards). Please help us in encouraging and promoting this to your staff.

Current IDOH Engagement

Eligibility — 1,039
- Employee 766
- Spouse 273

Engagement (None / Passive / Active)
- Employee: 11% | 30% | 59%
- Spouse: 21% | 38% | 41%

Rewards Earned
- Total Available: $519,500
- Total Earned: $178,255
- % Earned: 34.3%
- # at $500 Max: 54

Promote Preventative Care Activities

The Preventative Care Activities are where we can earn the highest amount in gift cards while helping prevent and/or identify illness. Undetected illnesses that go untreated are what cause increases in insurance costs.

Cancer Screenings — Total Earned: $23,750
- Colon Cancer: 100
- Breast Cancer: 178
- Cervical Cancer: 110
- Prostate Cancer: 87

Preventive Care Completion — Total Earned: $118,475
Activity		Percent
Annual Physical Form	Employee	28.5%
	Spouse	17.6%
Dental Exam & Cleaning	Employee	60.6%
	Spouse	53.5%
Eye Exam	Employee	38.5%
	Spouse	28.2%
1 or more Vaccines	Employee	36.2%
	Spouse	28.9%

Resources

[Active Health Overview](#)
[Active Health Website](#)
[Frequently Asked Questions](#)
[Wellness Program Activity List](#)
[INSPD Benefits Division Email](#)

- Preventive Care
- Health Conditions
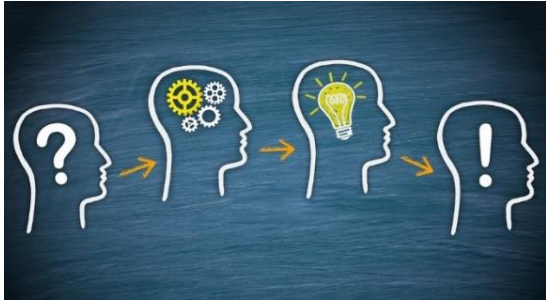- Mental Health
- Live Healthy
- Commit to Quit
- Wellness Rewards

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 in 2023

- Managing Your Emotional Response to Workplace Stress
- Fair and Effective Interviewing for Diversity and Inclusion
- Diversity Recruiting
- Inclusive Leadership
- Excel Essential Training

Training Spotlight: Develop the Skills for Effective Performance Management

Through this LinkedIn Learning Path, **Develop the Skills for Effective Performance Management**, supervisors and managers can discover effective ways to approach the performance management process. Whether you're managing an organization, a division, or a team, learn the skills to effectively manage performance by setting clear goals, providing feedback, conducting performance reviews, and nurturing employee growth and development. After completing this learning path, leaders and managers will be able to learn the foundations of performance management, use feedback to drive performance in person and virtually, and nurture your employees' growth and development. This learning path offers eight total trainings. The identified trainings include:

Foundations of Performance Management – Learn how to manage and optimize team performance
Goal Setting: Objectives and Key Results – Learn concepts behind and how to design OKR's
Performance Management: Conducting Performance Reviews – Learn how to prepare and conduct reviews
Virtual Performance Reviews and Feedback – Learn how to prepare for and conduct virtual reviews
Using Feedback to Drive Performance – Develop skills for clear feedback communication
How to Be Caring While Holding Teams Accountable – Learn how to provide caring and direct feedback
Performance Improvement Plans: A Leader's Guide to Turning Things Around – Assessing the need of a PIP
Coaching Your Team in a Dynamic Workplace – Learn to help your team focus in a changing environment

REMINDER: Affirmative Action Training Goal

These two trainings are a part of the new goal plan so be sure to complete these ASAP (2-hour commitment).

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
Keep promoting the **WHOLE policy** and encourage a culture of learning, recognition, inclusion, and engagement.

Professional Development *training metrics on hold for month of November*

Linkedin Learning	2019	2020	2021	2022	YTD
# Completed Courses	133	566	485	928	762*
% Staff Participation	7.6	9.4	16.2	27.1	29*

LEAD: Leadership Education & Development	Supv	Non -Supv
# Staff Enrolled	52*	43*
# Staff Completed	39*	41*

Hiring and Turnover - *INSPD recently reevaluated the turnover equation and decided to remove individuals who were hired into a role but failed to start. All figures in the YTD Turnover section have been updated accordingly.*

Time To Hire (goal <20 days) = "candidate experience" Application Date to Initiate Offer Approval.											
Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
29	31	31	29	32	31	31	32	33	29		
Vacancy Rate (goal <25% per month)											
Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
13	13	12	12	11	12	11	12	13	13		

YTD Turnover (goal <18% vol per year)				
	2020	2021	2022	YTD
IDOH	14.11	23.24	19.93	10.10
SOI	13.05	20.20	18.82	11.71

YTD Days in Status for Hire Goal: 14 days from date of application to notify HR	
Disposition Status	Avg Days Each
Applied/Screen	5.0
Short List	9.2
Interview 1	12.3
Interview 2 (optional)	14.3
Notify HR of top candidate	1.1
Avg Total Days (1 interview)	27.6
Avg Total Days (2 interviews)	29.6

YTD Employee Churn Goal: Net Positive		
Disposition Status	Positive	Negative
Hires/Rehires	173	
Transfers In	15	
Transfers Out		9
Terminations		86
Retirements		18
YTD Net Employee Churn	75	

Performance, Affirmative Action, and Recognition

Performance Appraisal Ratings				
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

Affirmative Action Supervisor Goal Check		
AAP Goal Summary	% Target	% Actual YTD
Interview Training (2 courses)	100	9.8*
Candidate Dispositioning	100	TBD
Supv Goal Plan incl DEI or HE	100	21
AAP 2023 Participation	100	100

Recognition			
Spot Bonus (budget $90,500/FY)	81 / $40,500	**Education Reimbursement** (CY)	48 / $112,665.59
Remote Work (excl. field staff)	436 participants	**Referral Bonus** (Apr 2022 - current)	7 / $3,500

Medical Leaves
Workplace Injuries
Employee Relations
Hiring Processes