HR MONTHLY RESOURCE

Indiana State Personnel Department

The Employee Journey — Making the Connection

- Recruit & select
- Onboard & train
- Set expectations
- Coach & provide regular feedback
- Measure & develop
- Encourage career growth

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**.

Resource: I've got too many unqualified candidates!

Adding a specific role overview and screening questions are tools available for use. This will help your candidates better understand what is required and can automatically screen people out, saving you time. Megan Bierl, IDOH HR Business Partner, will begin asking each of you for these when you submit a job bank posting for review. She can provide examples but once you get used to this, just add these details to the comments section.

For candidates to review role-specific details such as requirements, work location, and key responsibilities, you will need to draft a 4-5 sentence **role overview**. What is most helpful for them to know that is not already listed in the job profile? Add this to the role overview.

Screening questions are helpful if you would like to rank your candidates based on their responses to specific requirements or have SuccessFactors automatically disqualify candidates who don't answer a question correctly. For example, if the role requires an active registered nurse license anyone who answers "no" could be automatically moved to a disqualified disposition and sent an appropriate automated message; however, questions do not have to be pass/fail and can you instead use the answers as a quick screening tool. You can see each answer to each screening question on the candidate's profile.

Upcoming & Reminders:

Click here for past editions of our monthly supervisor newsletter.

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People Profiles in SuccessFactors: Tools for Succession and Career Development

As a supervisor, one of your many roles is the ability to help your staff, including yourself, continue to grow. Succession planning and development of staff are integral in ensuring our programs, divisions and agency, continue to be successful in our efforts to assist Hoosiers in Public Health. People Profiles help provide supporting evidence for an employee's ability to perform the functions of a position they are looking to promote to or interview for. Employees filling out their profiles will help us identify future leaders at IDOH.

The People Profiles in SuccessFactors are comprised of 6 different sections. The bulk of these different sections are designed to focus on performance as well as the education and experience the employee has gained, or achieved, in their working and educational careers. The People Profiles include the following areas:

Profile:
- This area is comprised of the Employee's information, including name, PS ID and their current position in the Organizational Chart

Talent Profile:
- This area is comprised of the Employee's past performance history in the form of a record of the Performance Appraisal Ratings.

Background Information:
- Employee should list any and all relevant work experience that has provided them with the relevant knowledge, skills, or abilities and experience that show how the employee is prepared for current and future roles.
- Education would show areas of focus and what additional special or acquired skills the employee has earned.
  - Highest level of education
  - Licenses or Certifications
  - Language Skills

Development Profile:
- This area focuses on continuous professional development. Having conversations with the employee regarding their career goals will help determine developmental goals and help them achieve their career aspirations.

Talent Self-Assessment:
- This section is dedicated as a record of the employees' career goals as well as any special projects they have completed. The employee can also highlight their experience in different roles as well as highlight any leadership experience they have attained in current or previous roles.
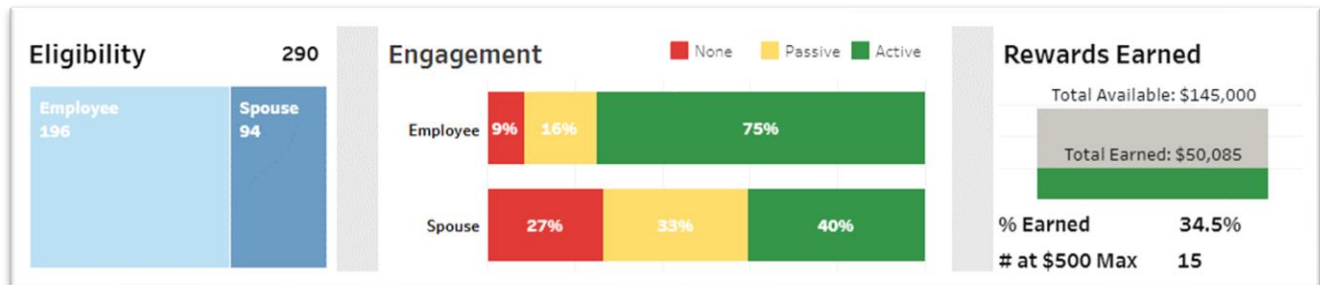
Learning History:
- Identifies and highlights the training the employee has participated in as an employee. This would be any trainings that have been conducted in SuccessFactors. The employee should also be tracking the training and education they are participating in on LinkedIn as well.
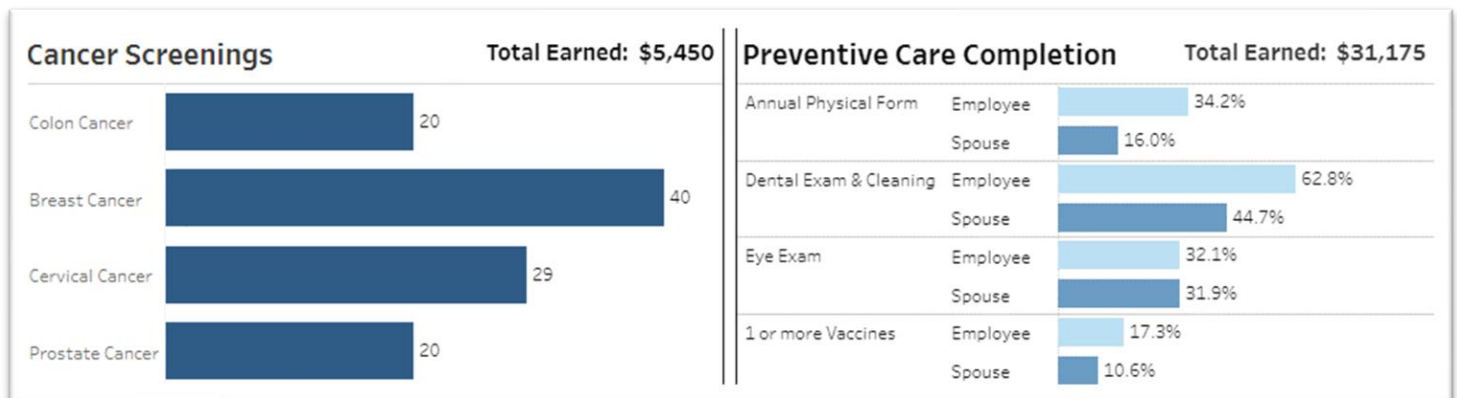
Employee Wellness: IDOH Wellness Engagement & Data

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	290
Employee 196	Spouse 94

Engagement — None / Passive / Active

	None	Passive	Active
Employee	9%	16%	75%
Spouse	27%	33%	40%

Rewards Earned
Total Available: $145,000
Total Earned: $50,085

% Earned	34.5%
# at $500 Max	15

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: $5,450

Colon Cancer	20
Breast Cancer	40
Cervical Cancer	29
Prostate Cancer	20

Preventive Care Completion — Total Earned: $31,175

Annual Physical Form	Employee	34.2%
	Spouse	16.0%
Dental Exam & Cleaning	Employee	62.8%
	Spouse	44.7%
Eye Exam	Employee	32.1%
	Spouse	31.9%
1 or more Vaccines	Employee	17.3%
	Spouse	10.6%

Resources

- Active Health Overview
- Active Health Website
- Frequently Asked Questions
- Wellness Program Activity List
- INSPD Benefits Division Email

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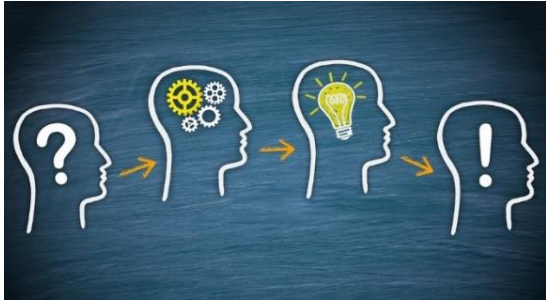
Live Healthy   Commit to Quit   Wellness Rewards

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: Master Your Leadership Effectiveness Skills

Through this LinkedIn Learning Path, **Master Your Leadership Effectiveness Skills**, supervisors and managers can discover what effective leadership means in the modern workplace. Learn how to create a compelling vision, make strategic decisions, lead change, influence others, create psychological safety and lead consciously. After completing this learning path, Leaders and managers will be able to discover what effective leadership looks like, learn fundamental skills for making an impact as a leader and become a conscious leader who inspires their people. This learning path offers eight total trainings. The identified trainings include:

The Changing Role of the CEO – Learn how to adapt and lead for the future
Leading with Vision – Discover why it's needed, why it's lacking, and how you can fill the gap
Removing Noise and Bias from Strategic Decision-Making – Avoid the pitfalls of a bad decision
Leading Your Team Through Change – Guiding teams through actionable change
Answering Tough Questions As A Leader – Answering tough questions with humility, vulnerability and transparency
Executive Influence – Using influence to maximize impact and effectiveness
Psychological Safety: Clear Blocks to Innovation, Collaboration, and Risk Taking – Help unlock innovation
Build Your Creative Capacity as a Leader – Learn to become an ally in and out of the office

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

Linkedin Learning	2019	2020	2021	2022	YTD
# Completed Courses	133	566	485	928	623
% Staff Participation	7.6	9.4	16.2	27.1	23

LEAD: Leadership Education & Development	Supv	Non -Supv
# Staff Enrolled	46	43
# Staff Completed	38	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				
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				

YTD Turnover (goal <18% vol per year)				
	2020	2021	2022	YTD
IDOH	14.11	23.24	19.93	7.26
SOI	13.05	20.20	18.82	9.32

YTD Days in Status for Hire Goal: 14 days from date of application to notify HR	
Disposition Status	Avg Days Each
Applied/Screen	5.4
Short List	7.4
Interview 1	11
Interview 2 (optional)	12.1
Notify HR of top candidate	1.5
Avg Total Days (1 interview)	**27.2**
Avg Total Days (2 interviews)	**38**

YTD Employee Churn Goal: Net Positive		
Disposition Status	Positive	Negative
Hires/Rehires	141	
Transfers In	11	
Transfers Out		6
Terminations		60
Retirements		13
YTD Net Employee Churn	**73**	

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	TBD

Recognition			
Spot Bonus (budget $90,500/FY)	63 / $32,200	**Education Reimbursement** (CY)	33 / $89,310.70
Remote Work (excl. field staff)	436 participants	**Referral Bonus** (Apr 2022 - current)	6 / $3,000

INSPD

Indiana State Personnel Department
1-855-773-4647
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Medical Leaves
Workplace Injuries
Employee Relations
Hiring Processes