



# Indiana Department of Health Hiring Process

This document outlines steps related to filling a vacant position and the subsequent steps to complete for the hiring process of state employees. Questions or concerns should be directed to [Department of Health HR](#). Contact the Finance division for questions related to the hiring of contract employees.

## Request to Fill a Vacant Position

When making determinations to fill a vacated (or soon-to-be vacated) position, begin by reviewing and assessing the department/organizational needs in accordance with the division and agency strategic goals. Partner with your manager/director to consider the following when deciding if the vacancy needs to be filled:

- Should the position be filled as it currently exists or has the need changed?
- Can or should assigned duties/tasks be redistributed to others within the division/agency? Consider stretch assignments and development projects.
- Should the position be redesigned to better fit the division/agency?
- What are the budget implications/constraints (consider short and long term)?
- Based on changes (i.e. technology, efficiencies), is this position necessary?
- What are other alternatives?

If it is determined that the position is needed, a vacancy/job bank posting request ("requisition") must be created within SuccessFactors following the steps below.

## Vacancy Request Approval Process

Hiring managers should **request approval** from appropriate upper management and then follow the steps outlined below to create a requisition (job posting) which begins the formal approval process.

1. Review and understand the [Hiring Manager's Guide to the Candidate Experience](#).
2. Use your network log in information to **log in to SAP SuccessFactors**.
3. Click the **Home** dropdown and select **Recruiting**.
4. Select **Create New** on the far-right side of the screen.
5. Under Browse Families & Roles select the **Select Family** drop down.
6. Utilize the [IDOH Job Families Guide](#) to identify the correct Job Family for your vacant position if not listed on your job description. Choose the appropriate **Job Family** and then click **Select**.
7. In the SPD Field HR field, enter or search and then select **Danielle Diaz**.
8. In the Recruiter field, enter or search and then select **Madison Wilson**.
9. Click **Next** in the bottom right corner.
10. In the Position Number field, enter the **Position Number** (PCN). The PCN can be found within [PeopleSoft HR](#) > Manager Self Service > My Team > FLSA Status or Open Positions.



11. In the Hiring Manager field, enter or search and then select **your name**. If you wish to include any other state employees in your hiring process, you can enter or search and then select their names in the Hiring Manager Team field.
12. In the Attachment section, upload the [Job Description](#) and [Job Bank Posting Details](#) for this position. Be sure this is as up to date as possible. NOTE: We are no longer requiring the Vacancy Request form.
13. In the **Comments** section, enter any additional notes on the position as needed. All positions will be posted internally and externally for a two-week cadence.
  - a. *OPTIONAL*: Have a candidate identified and you wish to **post privately**? Add a comment for our recruiter (ex. "candidate identified- post internally only and send private link"). The recruiter will send the link to you to share with your candidate.
14. In the **Job Posting Information** section enter the Country, State, Region, City and Postal code.
15. Click the **Next** button to continue.
16. Click the **Next** button again to send this request to the next approver: **Danielle Diaz**.  
NOTE: If at any time you have a need for additional recruitment assistance, you are encouraged to contact our Talent Acquisition Consultant, [Madison Wilson](#).

### Candidate Review / Interview

**The Time to Hire goal for the state of Indiana is 20 days.** This metric is regularly reported to the Governor's Office. INSPD measures Time to Hire from the applicant's perspective. The Time to Hire metric begins with the date the candidate applies and ends the day the candidate is moved to the "Initiate Hire" step by HR. It is recommended that this section be completed within 14 days from the date your top candidate applies to your posting. In an effort to meet this goal, the Hiring Manager will:

1. Review and understand the [Hiring Manager's Guide to the Candidate Experience](#).
2. Assess and disposition candidates as they come in. Use the following tools:
  - o [Disposition Code Guide](#)
  - o [Guidance for Assessing Applicants](#)
3. **Discuss salary requirements** with candidates before scheduling an interview to determine if the requirements are feasible within your budget and equitable within your team. If not, thank them for their time but don't move forward with an interview. Use the following tool:
  - o [Total Compensation Calculator](#)
4. Contact the candidate prior to scheduling an interview (via phone or email) to determine if they meet your qualifications and salary expectations. Adjust the example below to suit the needs of your position:
  - o [Interview Pre-screen](#)
5. Identify and schedule candidates for interviews in a timely manner. Interviews should be scheduled while the posting is still on the job bank. Don't wait until the posting comes down! Your best candidate could already be interviewing for other jobs. Use the following tools:
  - o [Basic Interview Etiquette](#)
  - o [Competency-based Interview Question Library](#) (Competencies by Job Code can be found on the Job Profile page of your requisition)
  - o [Interview Guide](#)
  - o [Interview Confirmation Template](#)



## Candidate Selected and Hired

Please review the [Hiring Process Guide Start- Finish](#) for instructions on how to review candidates and move through the remainder of the hiring process. The instructions below detail our specific hiring steps as a supplement to the guide above.

1. **Hiring Manager** will review the [Hiring Manager's Guide to the Candidate Experience](#).
2. **Hiring Manager** will contact the top candidate to extend a contingent offer. This conversation should consist of the proposed salary and a notification that the offer is contingent upon favorable results of the background check and salary approval which typically take 5-7 days to finalize. Use the following tools:
  - [Total Compensation Calculator](#)
  - [Employment Offer Guidance](#) to help you with salary and benefits discussions.
3. If the candidate accepts the contingent offer, **Hiring Manager** will move candidate to Initiate Pre-Hire and complete the [Final Candidate Justification Form](#). Email the completed form to [HR](#).
4. **Human Resources** will partner with the internal hiring committee for salary review and, if approved, will then initiate the background check, education/employment/license verification, and external salary request. Once complete, HR will notify the hiring manager via email.
5. **Hiring Manager** will contact the candidate to extend an official employment offer and identify a start date. If the candidate accepts, the hiring manager will share the identified start date with [HR](#).
  - Utilize the [Employment Offer Guidance](#) to help you with this conversation.
6. **Hiring Manager** will inform their assigned [Building Liaison](#) of the new state employee and any details necessary to request access and equipment.
7. **Building Liaison** will enter the new hire information into the New Employee SharePoint site.
  - **Human Resources** will enter the PCN and PeopleSoft ID once it's assigned.
8. **Human Resources** will email the offer letter, enroll the new hire into INSPD day one in-person orientation, and finalize the hiring process within SuccessFactors.
9. **Human Resources** will send a follow-up e-mail the week prior to the start date with information pertaining to parking, instructions for their first and second day, and any other important documentation that is needed as part of the hiring process.
10. **Hiring Manager** will contact the new employee within one week prior to their start date to address questions or concerns and first week logistics. Utilize the [Pre-Hire Welcome Email Template](#) to assist with this.
11. If located within 2N, **Hiring Manager** will pick up new hire after the IDOH orientation to ensure a good first impression. If not located within 2N, ensure new hire knows where to go and someone meets them there.

## Onboarding

Onboarding refers to the process by which new employees acquire the necessary knowledge, skills, and behaviors to become effective organizational members. A successful onboarding process allows new employees to transition from new hire to productive employee by educating them on everything they need to know.



Successfully onboarding a new employee is not a one-time event facilitated by one person. In addition to the following items, the [Onboarding Toolkit](#) can assist with successfully onboarding a new employee. Onboarding activities currently include:

- [Day one orientation](#) facilitated by the Indiana State Personnel Department\*
- Day two orientation within the Indiana Department of Health.
  - Questions about the IDOH orientation should be directed to the IDOH Office of Performance Excellence.

*\*HR will send the candidate and the hiring manager orientation information the week prior to start.*

**Supervisors** will:

- Welcome the employee to the agency/division with appropriate introductions to staff, leadership team, partners, and customers.
- Provide the new employee with their job description.
- Define expectations via an identified Goal Plan and assigned competencies.
- Ensure appropriate coaching, ongoing communication, and follow up on expectations and performance.
- Review policies, protocol, and contacts.
- Develop and communicate a training plan.
- If appropriate, assign a mentor/work partner for additional guidance and support.
- Determine job shadowing opportunities.