

Pre-screen Template:

Thank you for your interest in the position of **XXX** within the Indiana Department of Health. In this role you will **XXX**. The salary for this position traditionally starts at **\$XX,XXX** but actual salary offered may be slightly higher based on the selected candidate's experience and education levels as compared to current staff.

In addition to base salary, we enjoy many fringe benefits such as a generous paid time off package including various leave options and holiday pay, multiple healthcare options, professional development, flexible work scheduling options, education reimbursement, retirement savings plans, and more. I encourage you to [review](#) all the ways the State of Indiana cares about building a well-rounded employee experience through our values of public service, diversity, well-being, work-life balance and professional development. We are also an eligible employer should you wish to participate in the Federal Student Loan Forgiveness Program.

If you're interested in being considered further, I would like to ask you a few preliminary questions before we move to the interview stage. Please provide your responses to the questions below in cover letter format **by Tuesday, May 14, 2024.**

1. The Indiana Department of Health employs 900+ individuals. This position serves as the main point of contact when staff have an employment-related concern for which they'd like advice or need addressed. Please provide at least one robust example that exhibits your expertise with this responsibility.
2. Have you conducted employee relations investigations in your current or past roles? If so, please detail your process.
3. Please detail your company-wide performance management program. What was your role in this process?
4. What interested you about this role? Why are you looking for a new employment opportunity?
5. Given the information regarding total compensation and salary above, what are your salary expectations?

Again, thank you for your interest. I look forward to hearing from you soon!

Sincerely,
Heather Whitaker
Human Resources Director