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, **follow these steps to request formal approval to post:**

1. **Division Director** will obtain funding approval from their Finance Analyst.
2. If approved by Finance Analyst, **Division Director** and **Hiring Manager** will partner to complete and submit **this hiring request form** and await further instruction.
3. **Human Resources** will notify the appropriate Senior Leader of request and will notify hiring manager of their Senior Leader's decision. If approved, move to the next section to submit a job bank posting ("requisition") in SuccessFactors.

Vacancy Request 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**.
   - If you do not currently have an active state employee reporting to you, you will need to partner with your supervisor or HR to create this requisition.
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 **Annalise Markelin.**
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.
    - If you do not have a current state employee reporting to you, you will not be able to view the vacant PCN in PeopleSoft. Partner with your supervisor or HR to obtain the PCN.
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 the job description is current and remove any education requirements that are not legally required for the role.
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. "Internal 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, Annalise Markelin.

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. Assess and disposition candidates as they come in. Use the following tools:
    - *Disposition Code Guide*
    - *Guidance for Assessing Applicants*
2. **Discuss salary requirements** with candidates before scheduling an interview to determine if the requirements are feasible within your budget and reasonable within your team. If not, thank them for their time but don't move forward with an interview. Adjust the examples below as applicable to suit the needs of your position:
    - *Total Compensation Calculator*
    - *Candidate Experience Webpage*
    - *Interview Pre-screen*
    - *Compensation Guide* *and* *Compensation Workbook Template*

3. Identify and schedule candidates for interviews in a timely manner. Your best candidate could already be interviewing for other jobs so don't wait until the posting comes down. Helpful tools:
   - *Competency-based Interview Question Library* (Competencies by Job Code can be found on the Job Profile page of your requisition or by searching "Job Profile" in SuccessFactors)
   - *Interview Guide*
   - *Interview Confirmation Template*
   - *Illegal Interview Questions*

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 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*
   - *The Employee Experience webpage*
   - *Employment Offer Guidance* to help you with salary and benefits discussions.
2. 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.
3. **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.
4. **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.
5. **Hiring Manager** will inform their assigned Building Liaison of the new state employee and any details necessary to request access and equipment.
6. **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.
7. **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.
8. **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.
9. **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.
10. 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 have someone meet 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. Utilize the *30-60-90 day goal plan* to help with tracking of progress!
- If appropriate, assign a mentor/work partner for additional guidance and support.
- Determine job shadowing opportunities.