**EMPLOYEE ENGAGEMENT FAQ’S:**

**What is the history of the program?**

The Indiana Department of Correction created the Recruitment and Retention Team in 2017. The team reports to Staff Development and Training and consists of 1 Manager, 1 Supervisor, and 9 Coordinators. The Recruitment and Retention Coordinators are responsible for recruiting new employees to the Department and veteran employees for promotional opportunities. In addition, they collect feedback from the field in a variety of methods: culture assessments, exit interviews, long term employee surveys. The coordinators work directly with Wardens and Executive Staff to identify needs of the facility based on employee feedback.

**What opportunities do employees have to provide feedback to their facility?**

Employees receive an employee engagement survey throughout their length of employment. You will meet with your Recruitment and Retention Coordinator to complete the survey. You can also reach out to your coordinator at any time to provide feedback. Several facilities also have bracket (shift) representatives that meet directly with the Warden.

**Will I receive an exit interview if I decide to leave employment?**

Yes, if you submit a two week notice to the state personnel department. Exit interviews for inter-facility transfers can be completed upon request.

**How does the Indiana Department of Correction measure the current working environment of their staff?**

The Recruitment and Retention team conducts an annual culture assessment at each facility, parole district, and Central Office. Staff are randomly selected to speak with a team member in person or they will receive an electronic link to complete the survey. Topics include: Communication, Employee Satisfaction, Diversity/Inclusion/Belonging, and Career Satisfaction.

**How do I contact the Recruitment and Retention Team?**

If you have not met your coordinator, please contact your facility Training Department and the Recruitment and Retention Coordinator will meet with you on your assigned shift. In addition, if you have ideas or recommendations for the Indiana Department of Correction, please contact [IDOCRR@idoc.in.gov](mailto:IDOCRR@idoc.in.gov).

**Does the Indiana Department of Correction provide employee recognition or appreciation events?**

Yes! Staff Development and Training and the Recruitment and Retention Team hold recognition events throughout the year. We hold a variety of events to include peer recognition, specialized position recognition, and all staff appreciation events. Be on the lookout at your facility for your Recruitment and Retention Coordinator or Staff Development and Training representative!

**Program Contacts:**

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