



# Human Resources 2023 Priorities

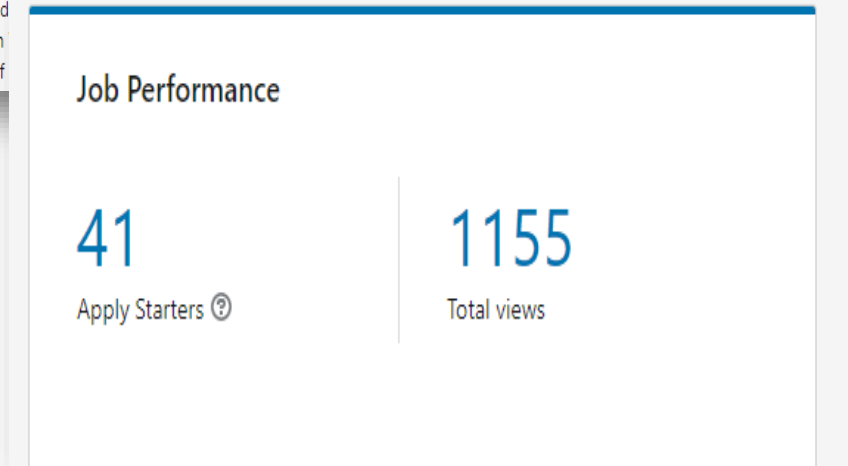
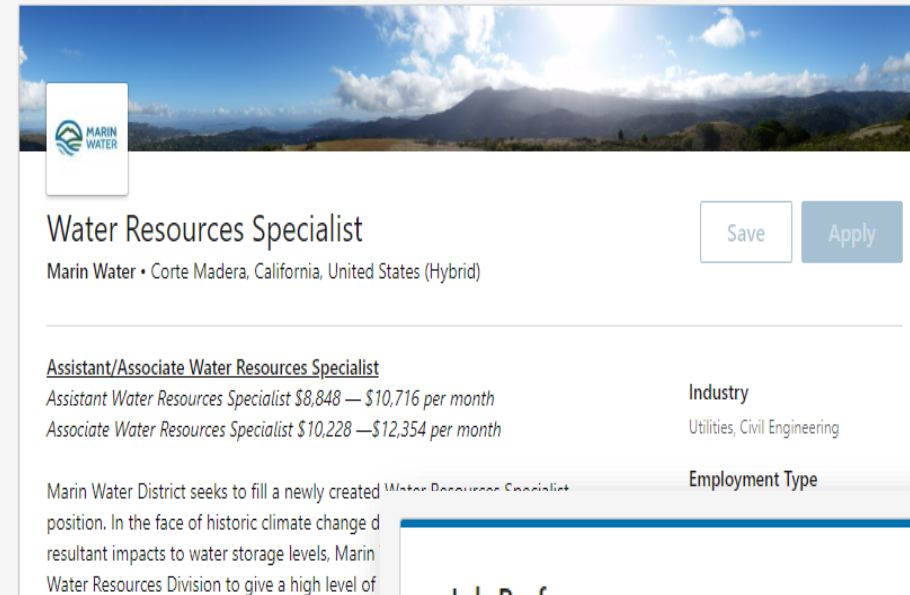


# Overview: Human Resources 2023 Priorities

- Enhancement to Recruitment Program
- Enhancement to Onboarding
- New Performance Evaluation System
- Diversity, Equity and Inclusion Initiative
- Employee Engagement

# Enhancements to Recruitment Program

- New LinkedIn Recruiter Account
  - **Pilot - January 2023**
    - Greater Visibility
    - Direct Connect to Passive Jobseekers through email notifications
    - Direct Message capability
- Increase Outreach to Community Based Organizations – to share job opportunities with the community, build relationships around careers in the water industry
  - **Implement - August 2023**



# Enhancements to Recruitment Program



Marin Water Career Opportunities

powered by  
NEOGOV®

## New Recruitment and Applicant Tracking Platform

### ➤ Launch March 2023


- Increase applicant traffic
- Partner electronically and automatically larger job boards (diversity.com, zip recruiter)
- 24/7 customer support for both recruiters and applicants
- Metrics to gauge effectiveness of recruitment efforts
- Transfers data to the onboard module



# Enhancements to Onboarding

- Electronic offers
- Electronic new hire forms
- Self-Service for new hires – policies and training
- Program 30 day and 120 day check-ins

## Welcome to NEOGOV!



## Getting Started

We'd like to welcome you to NEOGOV. We are excited that you have accepted our job offer and agreed upon your start date. I trust that this letter finds you mutually excited about your new employment with NEOGOV.

We want our new employees to have all of the resources

## Checklist

19% [VIEW ALL \(16\) >](#)

<input checked="" type="checkbox"/> Watch Orientation Video	①	Due today
<input type="checkbox"/> Complete I-9	①	Due today
<input checked="" type="checkbox"/> Lunch With Your Manager	①	Due today
<input type="checkbox"/> Complete Direct Deposit Form	①	Due today
<input type="checkbox"/> View Sexual Harassment in the Workplace Video	①	Due today
<input type="checkbox"/> Complete Medical Benefit Form	①	Due in 2 days
<input type="checkbox"/> Complete Background Form	①	Due in 3 days
<input type="checkbox"/> Workplace Policy Checklist	①	Due in 3 days
<input type="checkbox"/> Complete W-4	①	Due in 5 days
<input type="checkbox"/> Complete Employee Info Form	①	Due in 5 days

# New Performance Evaluation System

## Old Program:

- Antiquated Word Document
- One Template for all Employees

## New Program:

- Interchangeable Competencies
- Annual Work Plans
- Regular Check-ins and Documentation
- Metrics

## Problems:

- 360 Review Capability (July 2023)



# Diversity, Equity and Inclusion Initiative

- DE&I consultant to develop training
  - DE&I Foundations
  - Unraveling Equity
  - Diversity Uncovered
- Employees workgroups
  - Implement July 2023
    - Logistics
    - Training Focus
  - Launch Training - December 2023



# Employee Engagement

- Develop a broad-based comprehensive training program:
  - Onboarding Program for New Hires
  - Marin Water as a learning organization
  - Continued Core Leadership Training for Managers and Supervisors
  - Training needs assessments – technical and soft skills
  - Succession Planning
  - Sustained Diversity, Equity and Inclusion efforts
- Request: Additional FTE in HR to support training program development & implementation (FY23-24 budget cycle)



# Employee Engagement

- Launch another Employee Engagement Survey
  - (December 2023)
    - Previous survey was conducted by Gallup in February 2016
- Communications Protocol – develop standards for internal communication, examples:
  - Weekly 1:1 Meeting with supervisor
  - Weekly staff meeting
  - Quarterly all staff division meetings

