Minutes
DSD Reform (Human Resources)
29 March 2016 (9:00 a.m. – 11:00 a.m.)
Location: Webb Building 4.G.4

Present:
- Chief Connie Coyle – DSD
- Liz Lightfoot – DOS
- Christopher M.A. Lujan – DOS
- Chief Marie Kielar – DSD
- Amy Lynch – DOS
- Tyrone Abeyta – DOS
- Alyx Sparrow – OHR
- Karen Niparko – OHR

Agenda:
1) To begin work on the 2016 Recruitment Strategy for the DSD
2) To being work on a Resource Guide for recruiting in the DSD

Discussion:
The Recruitment sub team met for two hours to discuss the development of a 2016 Recruitment Strategy for DSD and an accompanying resource guide.

At this meeting, the group learned that the last recruitment strategy is 3 years old and its focus was solely on demographics.

Changes to the strategy were discussed and the new plan includes:
- Covering civilian positions in the plan;
- Moving to the digital age in using more social media;
- Cover full life cycle strategy;
- Build in touch points with BMO and OHR; and
- Include metrics in the strategy.

The audience of the plan includes:
- Hiring managers
- Applicants
- OHR
- DSD Leadership
The strategy will include visual graphics not to exceed 4-5 pages.

The strategy will cover the time from posting to the applicant’s first day of work.

The strategy begins with “getting up to and retaining authorized strength” with both sworn and civilian positions in a diligent fashion with the need to keep qualified candidates engaged in the process.

Elements of the strategic plan include:

**Recruitment**
1. Position management and an eye towards succession planning
2. Working with BMO
3. Strategy meetings with hiring managers (access and training in NEOgov)
4. Advertising and sourcing
5. It stops at the point you gather your applicant pool

**Selection**
1. Testing (Outsourcing to Ergometrics)
2. Background investigations
3. Interviews (if necessary)
4. Conditional Offer
5. Another background check
6. Final Offer

**Onboarding**
1. Starts at appointment letter “final offer”
2. Meeting with candidate before the first day to fill out paperwork
3. Get your badge.
4. Onboarding is different if candidate is from a different state.
5. Make the employee feel good about the organization they have joined.
6. Need to greet the employees to explain to them how they fit into the organization.

The strategic plan will include an evaluation phase to measure progress. This evaluation phase includes:
1. Digital recruiting stats
2. Assessment stats
3. Internal movement (developing a philosophy) of positions internal to DSD and to DOS
4. Systems / data collection
5. Include and reference DOs where appropriate.

**Next Meeting:**  Monday 11 April 2016, 9:00 a.m. – 11:00 a.m., Webb Bldg. 4.G.4