

# HR Update

HR...Passionate about your success.

FY 05, Issue 9

November 16, 2004

## HR Update Feedback

Thank you for the feedback on the HR Update. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact ([Mila\\_Cosgrove@admin.state.ak.us](mailto:Mila_Cosgrove@admin.state.ak.us)) or ([Amanda\\_Holland@admin.state.ak.us](mailto:Amanda_Holland@admin.state.ak.us)).

## Contact Information

**DOP Contact List:** Go online to the DOP website to get the latest DOP contact list. Access the list through "HR Contacts" under Quick Links on the DOP home page.

**Employee Call Center:** Please remember to direct employees to the Employee Call Center when they have general questions about their employment. The Call Center phone number is (907) 465-3009 or email [employeecallcenter@admin.state.ak.us](mailto:employeecallcenter@admin.state.ak.us).

## Quick Links

[DOP Home Page:](#)

[PD Tracker](#)

[Employee Call Center](#)

[TrainAlaska](#)

[DOP Newsletters](#)

[Rater's Guide](#)

## Inside This Issue:

- Recruitment and New Employee Orientation
- Interactive DOP Forms
- Training and Development

### Recruitment and New Employee Orientation

In conjunction with the implementation of the New Employee Orientation (NEO) program, the Recruitment section has new checklists and information available that will assist hiring managers prior to making a new hire. On the Hiring Managers' Home Page under the Checklists column, there are guidelines and two new checklists for hiring managers. The following are the new processes that will be implemented with the NEO program.

1. Once the hiring manager drafts the manager's job request, the selection criteria for the recruitment should be entered in the hiring manager's block at the bottom of the job request. Recruitment staff are available for guidance, if needed.

2. In addition, the hiring manager should complete the "Prior to Posting Checklist" and email it to the recruitment staff person who supports your department. The recruitment staff person will review the checklist for completeness and post your recruitment. This checklist

includes all of the information that we would ask of hiring managers prior to posting. By using this method, we believe we will be able to offer faster service to department hiring managers.

3. Once the recruitment closes and the interviews and reference checks are completed, and selection has been made, the hiring manager emails the "Hire Approval Checklist" to their recruitment contact. Every effort will be made to approve the appointment within two business days. Again, this checklist includes all the information necessary to approve the hire.

4. When approved, the recruitment staff person will send an email notifying the hiring manager. If the successful candidate is new to state employment, a form will be filled out by our staff and sent to the hiring manager for the new employee. This form will include the information that the new employee will need to complete their orientation on their first day of employment.

It is our goal to offer these new processes and checklists to make your job easier and to guide you through the processes smoothly without delays.

### Interactive DOP Forms

The Division of Personnel has begun converting HR PDF formatted forms to interactive forms. Each form is in the process of being converted to a writable format. To date, the following forms have been converted: Workplace Alaska Hiring Manager Access Form and the Employment Eligibility Checklist. Converted forms will be announced in upcoming versions of HR Update.

### Training and Development

The Training and Development (T&D) staff would like to take this opportunity to remind supervisors and managers of the training being offered over the next three months and to familiarize you with the training options available to State employees.

The T&D staff provides professional supervisory, management, leadership, EEO compliance, and interpersonal skills training development and delivery. Courses are offered on an open-enrollment (scheduled), special session (request), and

customized basis. T&D staff is also available for training and performance development consultation.

Listed below is an overview of the current classes offered by [Training & Development](#). Class descriptions and additional class schedule information is located on-line.

**A Respectful Workplace - ARWP** This half-day course is designed to provide employees with knowledge of their rights and responsibilities under key state and federal EEO laws. Employees also learn to recognize inappropriate behavior including sexual harassment and are made aware of their choices in dealing with disrespectful behavior. Classes are being offered in Fairbanks on December 1<sup>st</sup> and on January 11<sup>th</sup>. Classes are offered in Anchorage on December 7<sup>th</sup> and January 11<sup>th</sup>. Classes are being offered in Juneau on December 14<sup>th</sup> and on January 21<sup>st</sup>.

**Academy For New Supervisors – AFNS** This **five-day course** is designed for newly-appointed supervisors and more experienced supervisors when their knowledge and skill development needs can be met by AFNS course learning objectives. Supervisors will learn the basic knowledge and skills necessary for the lawful, ethical, and effective supervision of State of Alaska employees. **Do not enroll unless you can attend the entire five-day course.** Classes are offered in Anchorage on December 6<sup>th</sup>. Classes are being offered in Juneau on November 29<sup>th</sup> and on January 10<sup>th</sup>. Classes are offered in Fairbanks on January 24<sup>th</sup>.

**Change Management for Supervisors - CMGT Prerequisite: Performance Coaching - PECO.** This one-day course is designed to

teach supervisors basic concepts, knowledge and skills that will enable them to manage the process and people elements of successful change implementation. Classes are offered in Anchorage on January 13<sup>th</sup>. Classes are being offered in Juneau on November 18<sup>th</sup> and December 6<sup>th</sup>.

**Customer Service in the Public Sector – CSPS** This one-day course is designed to provide the knowledge necessary to understand the need for and how to provide the outstanding customer service expected of every State of Alaska employee. Classes are offered in Anchorage on November 16<sup>th</sup>, December 14<sup>th</sup>, and January 13<sup>th</sup>. Classes are being offered in Juneau on November 19<sup>th</sup>, December 7<sup>th</sup> and on January 19<sup>th</sup>.

**Effective Interviewing & Hiring - EIAH** This one-day course is designed to teach supervisors and managers basic knowledge of legally defensible hiring practices and statewide policy and procedures for recruitment, screening, and selection during the hiring process. Upon successful completion of this course, participants may request Hiring Manager access to Workplace Alaska. Classes are offered in Anchorage on November 18<sup>th</sup>, December 16<sup>th</sup>, and January 19<sup>th</sup>. Classes are being offered in Juneau on December 16<sup>th</sup> and on January 26<sup>th</sup>.

**Performance Appraisal: The Basics – PATB** This one-day course is designed to teach supervisors and managers knowledge of the tasks, supporting skills, statewide policy and procedures, and basic concepts associated with the employee appraisal process. Classes are offered in Anchorage on November 17<sup>th</sup>, December 15<sup>th</sup>, and January 26<sup>th</sup>. Classes are being offered in Juneau on December 15<sup>th</sup> and on

January 20<sup>th</sup>.

**Performance Coaching – PECO** This one-day course is designed to teach supervisors and managers basic knowledge and skills that will enable them to manage a continuous performance improvement environment. Classes are offered in Juneau on November 17<sup>th</sup> and January 5<sup>th</sup> and in Anchorage on January 12<sup>th</sup>.

**The Disciplinary Process – DISP Prerequisite: Performance Coaching - PECO.** This one-day course is designed to teach supervisors and managers basic knowledge of the State of Alaska disciplinary process. Classes are offered in Juneau on December 9<sup>th</sup> and in Anchorage on January 25<sup>th</sup>.

**Valuing Diversity – VDIV** This one-day course is designed to teach the basic concepts and knowledge necessary to understand diversity issues and build awareness of the value of diversity in the workplace. Classes are offered in Anchorage on January 6<sup>th</sup> and in Juneau on January 25<sup>th</sup>.

**Workplace Alaska for Hiring Managers – WPAK** In this half-day course Hiring Managers will learn basic legally defensible hiring practices and will learn to use the Job Aid for use with the on-line system. Classes are offered in Fairbanks on December 1<sup>st</sup>, in Anchorage on December 7<sup>th</sup> and in Juneau on December 14<sup>th</sup>.

TrainAlaska is the DOP Training & Development online registration, enrollment and records system. To request enrollment in a DOP course, access [TrainAlaska](#) on-line.