



HOW CAN A STATE AGENCY IMPROVE THEIR RECRUITING FROM A BUSINESS PERSPECTIVE?

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PROJECT SCOPE

- Our team focused on the internal interactions: DHRM, Agency HR, and Hiring Manager
- Specific branding ideas and applicant experience could be addressed in future

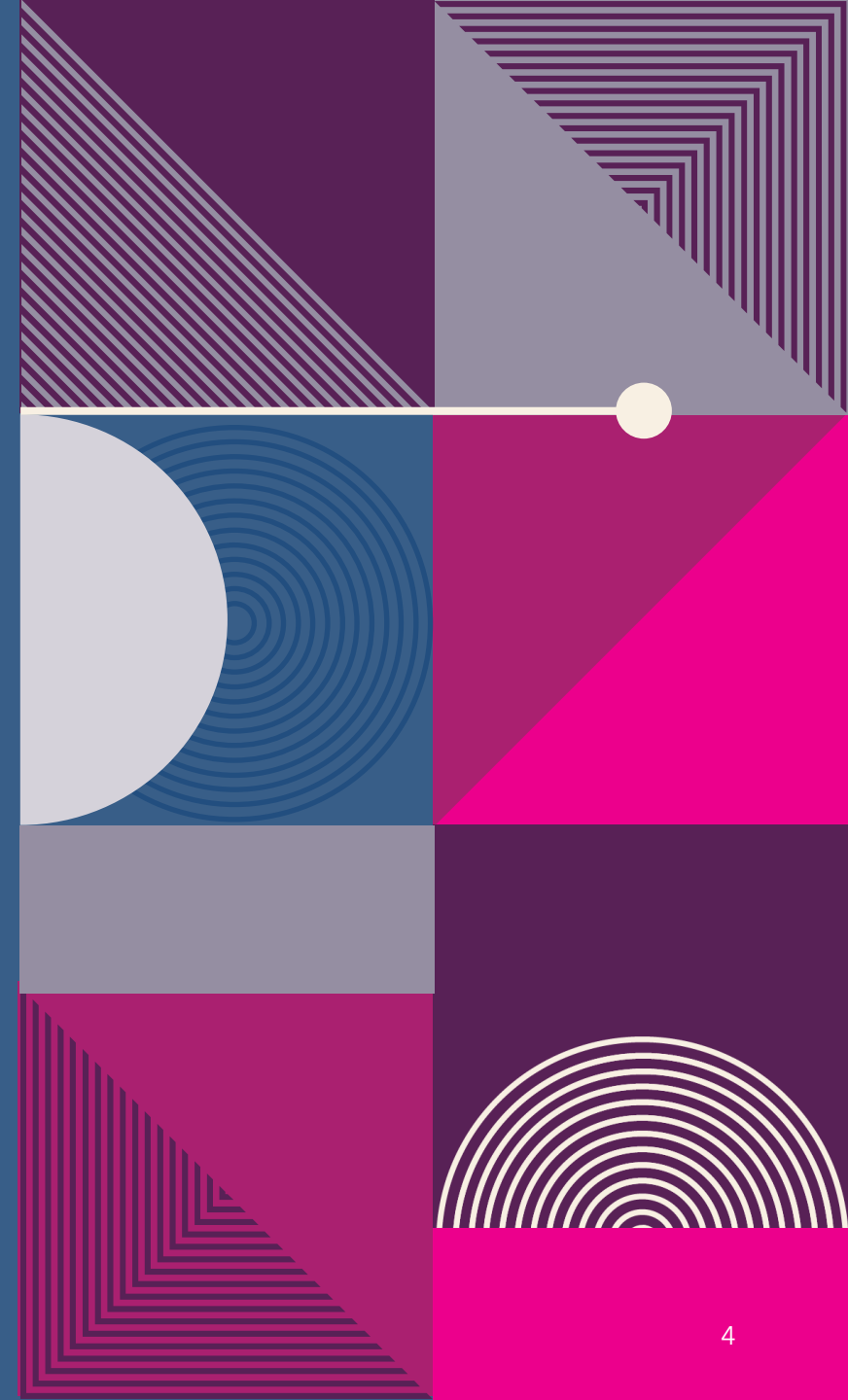


CASE FOR CHANGE:

- HR needs more input and engagement from hiring managers to capitalize on business expertise
- Hiring Managers are not always prepared to implement best practices nor do they believe they have the best tools to make the right hiring decisions

INTRODUCING: THE RECRUITMENT TOOLKIT

- **Enhanced Collaboration**
- **Improved Candidate Quality**
- **Consistency**
- **Access to Training Resources**
- **Policy Compliance**





SITUATIONAL ANALYSIS METHOD: S.O.A.R.

S - Strengths - Assets we currently have



O - Opportunities - Potential places of growth

A - Aspirations - Goals to reach



R - Results - Tangible outcome we want to achieve



STRENGTHS

- What do we already have
- Templates for Hiring Managers
- How-To Guides
- Responsibilities and Check Lists



OPPORTUNITIES

- Capitalize on Best Practices
- Challenge Recruiting Norms
- Focus on Skills vs. Experience
- Develop Knowledge-Sharing Forum

ASPIRATIONS

- Hiring Managers are Key
- COVA is the Employer of Choice
- Streamline Hiring Processes





RESULTS

- Reduced time to hire
- Enhanced candidate quality
- Build a more effective workforce
- Improved service delivery





TOOLKIT - DHRM

- Develop Resource Reservoirs
- Create COVA Branding Tools
- Focus on Hard to Fill Positions
- Implement the **"Orange Card"** Program



TOOLKIT - AGENCY HR TEAM

- Top Performers KSA's
 - Spend a "Day in the Life of..."
 - Support DHRM Resource Reservoirs
 - Learn, Know and Grow Recruiting Incentives
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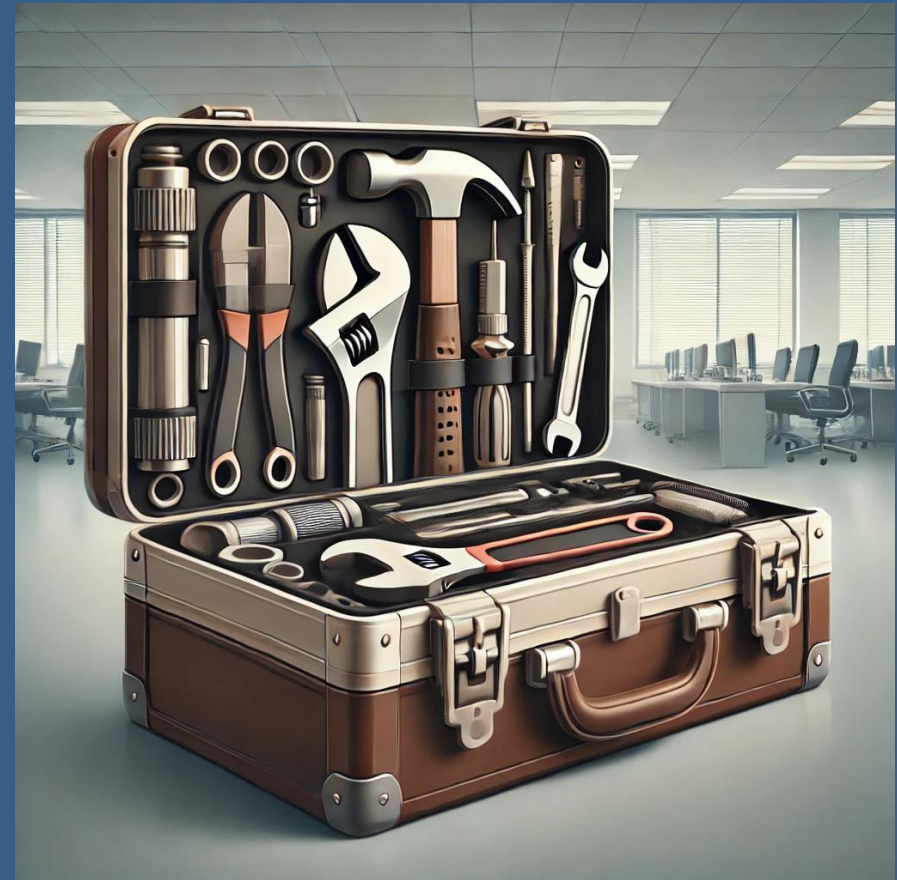
TOOLKIT - HIRING MANAGERS

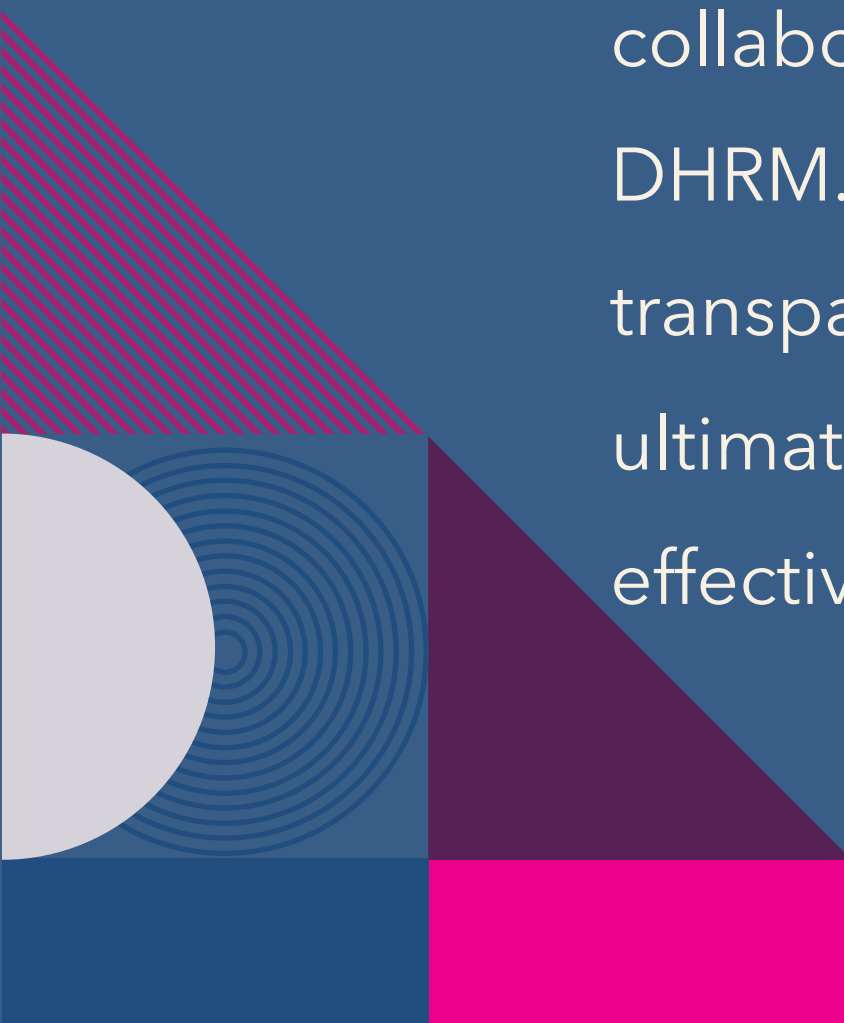
- Identify Top Performers KSA's
- Understand Right Fit
- Invite HR to "A Day in the Life of..."
- Study Incentives/Plan with HR
- Know Your Role



BENEFITS OF A HIRING MANAGER TOOLKIT

- **Improved Candidate Quality**
- **Enhanced Collaboration**
- **Consistency**
- **Access to Training Resources**
- **Policy Compliance**





The hiring toolkit could transform the recruitment experience for the Commonwealth, enabling collaboration between hiring managers, agencies and DHRM. This initiative will empower managers, enhance transparency and lead to bettering outcomes - ultimately equipping agencies with top talent to more effectively serve the Commonwealth and her citizens.



QUESTIONS?