## Introduction

**Purpose:**

The annual HR Management Report measures and monitors the state’s workforce management practices.

The HR Management Report is composed of several report products:

* Statewide HR Management Report (xlsx format)
* Agency HR Management Reports
* Statewide HR Management Strategy Roll-up Report

Your responses to this survey serve as the Agency HR Management Report. Your agency’s survey responses will be analyzed with other agencies’ survey responses, along with agency and statewide data found in the Statewide HR Management Report (xlsx format) for analysis and reporting. Statewide reporting will include summarizing key strategies in the Statewide HR Management Strategy Roll-up Report and briefings to executive leadership.

This survey has two parts and replaces the Agency HRM Report (an MS Word document) used in prior years.

Part One of this survey includes the following sections of the report:

1. Workforce Strategies
2. Performance Management
3. Employee Engagement
4. Modern Work Environment

Part Two includes the following sections:

1. Affirmative Action Employment Plan
2. Veterans Employment Plan
3. Disability Employment Plan
4. LGBTQ Inclusion and Safe Places

**How will this information be used?**

Agency responses will be used by OFM State Human Resources, HR governance and community groups, and agency leaders to identify and anticipate HR management issues, assess progress toward key statewide initiatives, enable data-driven HR management strategies, and improve processes and recognize HR management successes.

**Who should complete the survey?**

Both parts of this survey should be completed by an agency HR manager or designee. Additional staff may be included in preparing responses, and review with leadership is encouraged. Please submit only one response to each survey per agency.

**What information should you consider?**

We strongly recommend that you use the Statewide HR Management Report (xlsx format) provided by OFM State HR for your analysis. Other data sources to consider include, but are not limited to, your agency’s Employee Engagement Survey results and Exit Survey results.

**How detailed should my responses be?**

The survey asks agencies about workforce successes, challenges and strategies. It also assesses progress toward several workforce-related initiatives and executive orders. Your responses should be brief but descriptive. We have included examples with each question that requires a narrative response. Please use the examples as your guide.

**How long will it take to complete the survey?**

The survey has 50 questions and should take approximately 1-2 hours to complete (e.g., data entry) with advanced preparation. To prepare, you will need to spend additional time researching strategies, analyzing data, and drafting your responses. The exact amount of time needed for this preparation will vary based on a number of factors, such as the size and complexity of your agency and your familiarity with the data and your agency’s strategies. We encourage you to begin work on your agency reporting as soon as possible to allow sufficient time for research, analysis, drafting, and internal discussions/reviews. Please submit a complete response for your agency, including responses to all required questions marked with an asterisk (\*).

To prepare responses in advance, we recommend using the Word version of the survey that was sent via email with the survey links. You can edit your responses, save and return to the survey as long as you use the same device and web browser (because a cookie is stored in your browser that remembers your survey responses). Cookies must be enabled for this feature to work. You should plan to submit your agency’s SurveyMonkey response after preparing responses in advance using the Word version. Copy and paste from your final Word version into the text and comment boxes in SurveyMonkey.

**Who should you contact with questions or for assistance?**

For questions, contact Sue Richards at (360) 407-4144 or [sueann.richards@ofm.wa.gov](mailto:sueann.richards@ofm.wa.gov) or the team using the [SHRPlanning@ofm.wa.gov](mailto:SHRPlanning@ofm.wa.gov) email address.

For more information, visit the [HRM Report site.](http://hr.ofm.wa.gov/workforce-data-planning/hr-management-performance-accountability/statewide-hrm-reports)

## Section 5: Affirmative Action Employment Plan

This section assesses compliance with the requirements of [Executive Order 12-02, Workforce Diversity and Inclusion.](http://www.governor.wa.gov/sites/default/files/exe_order/eo_12-02.pdf)

### Affirmative Action Employment Plan: Agency Contacts and Policies

**\*1. Agency Name**

**\*2. Agency contact for Affirmative Action Employment Plan:**

Name

Title/Role

Email Address

Phone Number

**\*3. Has your agency submitted a copy of its Affirmative Action policy to OFM State HR? Policies should be sent to** [**SHRPlanning@ofm.wa.gov**](mailto:SHRPlanning@ofm.wa.gov) **by October 13, 2017.**

Yes

No

### Affirmative Action Employment Plan: Reflecting on FY2017

**\*4. Reflecting back on FY2017, on which job groups did your agency focus its recruitment and retention efforts?**

Job groups are used for Affirmative Action reporting as well as the Workforce Gaps Dashboards. To see a cross-walk of the job classes by job group, click [here](http://hr.ofm.wa.gov/workforce-data-planning/workforce-planning/job-groups). (Check all that apply)

Office and Clerical

Officials and Administrators

Paraprofessionals

Professional - Administrative

Professional – Auditor

Professional - Budget and Accounting

Professional - Claims Adjudicator

Professional - Communications and Marketing

Professional - Engineering

Professional - Human Resources

Professional - Insurance Business Services

Professional – Investigator

Professional - IT Professional

Professional - Legal

Professional - Licensing and Regulation

Professional - Medical

Professional - Natural Resources

Professional - Public Health

Professional – Safety

Professional - Science

Professional - Social Services

Professional - Tax Professional

Protective Service Workers

Service-Maintenance

Skilled Craft Workers

Technicians

N/A – We did not focus on recruitment or retention of employees in specific job groups

Other (please describe)

**\*5. Reflecting back on FY2017, on which protected categories of employees did your agency focus its recruitment and retention efforts? (Check up to three choices.)**

American Indian or Alaskan Native

Asian/Pacific Islander

Black or African American

Hispanic or Latino

Women

N/A – We did not focus on recruitment or retention of employees in protected categories

Other (please describe)

**\*6. Reflecting back on FY2017, please list your affirmative action employment strategies and briefly describe each of the following:**

* The problem addressed (opportunities to improve)
* Successes (what worked)
* Challenges (lessons learned)

*Example:*

*Our strategy was for recruiting staff to meet with current African-American financial professionals to discuss and identify recruiting sources and strategies. As a result, several improvements to the recruiting process were implemented, including two additional professional associations/ networks (National Black MBA Association and the National Association of Black Accountants) to use as applicant pools. Recruiting staff distributed financial jobs to these organizations, resulting in a 20 percent increase in the percent of African-American applicants and a 15 percent increase in the percent of African-American hires for these positions. Due to workload issues, it was difficult to schedule meetings with staff. As a result, it took longer than expected to identify and implement improvements, which were completed by March 2017.*

**7. Please list the names of the organizations with which you partnered to do this work.**

### Affirmative Action Employment Plan: Planning for FY2018

**\*8. Looking ahead to FY2018, on which job groups does your agency plan to focus its recruitment and retention efforts?**

Job groups are used for Affirmative Action reporting as well as the Workforce Gaps Dashboards. To see a cross-walk of the job classes by job group, click [here](http://hr.ofm.wa.gov/workforce-data-planning/workforce-planning/job-groups). (Check all that apply)

Office and Clerical

Officials and Administrators

Paraprofessionals

Professional - Administrative

Professional – Auditor

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Professional - Claims Adjudicator

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Professional - Human Resources

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Professional - IT Professional

Professional - Legal

Professional - Licensing and Regulation

Professional - Medical

Professional - Natural Resources

Professional - Public Health

Professional – Safety

Professional - Science

Professional - Social Services

Professional - Tax Professional

Protective Service Workers

Service-Maintenance

Skilled Craft Workers

Technicians

N/A – We did not focus on recruitment or retention of employees in specific job groups

Other (please describe)

**\*9. Looking ahead to FY2018, on which protected categories of employees does your agency intend to focus its recruitment and retention efforts?**

American Indian or Alaskan Native

Asian/Pacific Islander

Black or African American

Hispanic or Latino

Women

N/A – We do not plan to focus on recruitment or retention of employees in protected categories

Other (please describe)

**\*10. Looking ahead to FY2018, what are your planned strategies for recruitment and retention?**

**11. Please list the names of the organizations with which you plan to partner.**

## Section 6: Veterans Employment Plan

[Section Description: This section assesses compliance with the requirements of Executive Order](http://www.governor.wa.gov/sites/default/files/exe_order/eo_13-01.pdf)

[13-01, Veterans Transition Support.](http://www.governor.wa.gov/sites/default/files/exe_order/eo_13-01.pdf)

### Veterans Employment Plan: Agency Contacts

**\*12. Agency contact for Veterans Employment Plan:**

Name

Title/Role

Email Address

Phone Number

### Veterans Employment Plan: Reflecting on FY2017

**\*13. Reflecting back on FY2017, please list your veteran employment strategies and briefly describe each of the following:**

* The problem addressed (opportunities to improve)
* Successes (what worked)
* Challenges (lessons learned)

*Example:*

*In FY2017, we participated in the Washington State Veterans Fellowship Program. As a result, we were able to hire two veterans from the program. We had one fellow drop out of the program a couple weeks in as a result of being recruited by another employer.*

**14. Please list the names of the organizations with which you partnered.**

### Veterans Employment Plan: Planning for FY2018

**\*15. Looking ahead to FY2018, what are your planned strategies for your veteran employment plan?**

**16. Please list the names of the organizations with which you plan to partner.**

## Section 7: Disability Employment Plan

[This section assesses compliance with the requirements of Executive Order 13-02, Improving](http://www.governor.wa.gov/sites/default/files/exe_order/eo_13-02.pdf)

[Employment Opportunities for People with Disabilities in State Employment.](http://www.governor.wa.gov/sites/default/files/exe_order/eo_13-02.pdf)

### Disability Employment Plan: Agency Contacts

**\*17. Agency contact for Disability Employment Plan:**

Name

Title/Role

Email Address

Phone Number

### Disability Employment Plan: Reflecting on FY2017

**\*18. Reflecting back on FY2017, please list your disability employment plan strategies and briefly describe each of the following:**

* The problem addressed (opportunities to improve)
* Your successes (what worked)
* Challenges (lessons learned)

*Example:*

We focused on improving the low application rate for persons with disabilities by posting all agency vacancies in the Talent Acquisition Portal (TAP) populated with vocational rehabilitation clients of DVR and DSB. This process also included a quarterly review of applicant pools to assess whether this increased the percentage of applicants with disabilities, as well as working with a DVR Supported Employment Specialist to fill open positions. These changes contributed to a 7 percent increase in new hires with disabilities. We continue to face challenges with applicant self-disclosure and suspect the percent of applicants with disabilities is higher than the percent reported.

**19. Please list the names of the organizations with which you partnered.**

### Disability Employment Plan: Planning for FY2018

**\*20. Looking ahead to FY2018, what are your planned strategies for your disability employment plan?**

**21. Please list the names of the organizations with which you plan to partner.**

## Section 8: LGBTQ Inclusion and Safe Places Initiative

This section assesses additional agency efforts in alignment with Governor Inslee’s [Directive 16-11, the LGBTQ Inclusion and Safe Places Initiative](http://www.governor.wa.gov/sites/default/files/directive/dir_16-11_0.pdf).

**\*22. During FY2017, did your agency have any policies related to the inclusion of LGBTQ employees?**

Yes

No

**\*23. Looking ahead to FY2018, please describe any strategies your agency intends to work on to develop, and/or implement policies related to your LGBTQ employees.**

*Example:*

During FY2017, our agency adopted a new diversity policy that includes a LGBTQ Inclusion clause. We also have a representative attending the LGBTQ Employee Resource Group and reporting back to agency leadership.

## Feedback

**24. Please provide any feedback on the agency reporting process for this year's HR Management Report. (Optional)**

## Thank You!

You've reached the end of the HRMR Agency Reporting Survey. Thanks for taking the time to respond!

For more information, visit the [HRM Report site.](http://hr.ofm.wa.gov/workforce-data-planning/hr-management-performance-accountability/statewide-hrm-reports)