Human Resources Office

Unit Assessment Report- FY 2009

In February of 2008, the Human Resources Developed its first assessment plan in the form of three questions chosen from the many comprehensive responsibilities of the office. The three areas were selected as the priority areas of improvement for the unit. They are:

1. **Recruitment.** Is recruitment process comprehensive and adequately provided at all sites?
2. **Staff Development Program.** Is staff development program provided on all sites?
3. **Policy Information.** Are employees receiving policy information and training in a timely manner?

In the first question, the following data are to provide the answers:
1. Employment statistics per FY year from 2006-2008
2. Exit questionnaire statistics for FY 2006-2008
3. Comparison of full-time employment data against part-time data per FY

The summary of the data indicated the following results:
a) FY 2006 –

In the analysis of the information collected, the indications are that:
1. How many were new positions per FY 2007 and others?
2. How many were filled vs. # of new hired per FY year?
3. What is the turnover rate vs. retention rate?
4. What is the longest period of advertisement? For what number of positions? Campus? Position types? WHY?
5. How many positions were vacant per FY? Why were they not filled?
6. Why do people leave? What would have made a difference?

Areas of Improvement:
1. Timelines for advertisement and hiring based on types of position
2. Procedures and timelines of screening and recommendations
3. Recruitment techniques
4. Training for adhoc

The second question is addressing the consistency of the staff development program.
In the analysis of the information collected, the indications are that:
1. National campus complied fully with the policy while the state campuses were not
2. Budgeting does not reflect actual needs
3. Good priorities are used at the National Campus
4. Good tracking of success of programs and its activities

Areas of Improvement:
1. Budget should reflect needs

2. SDC is not responsible for funding of all training needs
3. Supervisors should be actively engaged in the professional planning of their support staff
4. Need to be consistent in implementation of staff development policies and procedures
5. Proper documentation and reporting

The third question is addressing the consistency of policy dissemination and training to employees. In the analysis of the information, the indications are that:

1. There is a consistency in the dissemination of policy information college-wide
2. There is an inconsistency in the training or in person meeting on policies; campus sites have more face to face meetings with HR staff than national and Pohnpei campuses

Improvement Indications are the following:

1. Consistent face to face meeting opportunities at Pohnpei and National Campuses
2. PC members and HR reps at campus to serve as contact points and trainers
3. Budget constrains
4. Insufficient staff to provide a comprehensive program