

# Assessment: Administrative Unit Four Column



## C - administrative - Human Resources

**Mission Statement:** Human Resources Office is committed to provide quality services and programs to support a strong human capital.

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
<p><b>2021-2022 AS HRO Outcome-2 Advertise vacancies timely -</b>                      Advertise approved complete requests for positions within 1 week of received data at HRO.  <b>AUO Status:</b> Active  <b>AUO Assessment Cycle:</b> 2021- 2022</p>	<p><b>Descriptive Statistics -</b> Advertise complete requests for positions within 1 week of received date at HRO.  <b>Target:</b> 94% of completed requests are advertised within 1 week of received at HRO.</p>		
<p><b>2021-2022 AS HRO Outcome 3- Maintain Attrition Rate -</b> Update and provide attrition rate data college wide and dis aggregated by campus and with formula to management.  <b>AUO Status:</b> Active  <b>AUO Assessment Cycle:</b> 2021- 2022</p>	<p><b>Descriptive Statistics -</b> Maintain,update and calculate college wide attrition data FY 2022 by July 2022 to cabinet.  <b>Target:</b> Provide comprehensive and complete attrition data and formula to cabinet by July 31, 2022.</p>		
<p><b>2021-2022 AS HRO Outcome 4- Support Engagement Survey -</b>                      Provide administrative support for Strategic Measure II.10 activity.  <b>AUO Status:</b> Active  <b>AUO Assessment Cycle:</b> 2021- 2022</p>	<p><b>Descriptive Statistics -</b> Recommend use of engagement survey for fall 2021.                      Facilitate engagement survey initiative  <b>Target:</b> Provide to cabinet an engagement survey proposal and facilitate the employee engagement survey to launch fall 2021 to meet SM.II.10</p>		

<i>Administrative Unit Outcomes</i>	<i>Assessment Strategies</i>	<i>Results</i>	<i>Improvements</i>
<p><b>2021-2022 AS HRO Outcome 5-Train Hiring Committee</b> - Provide additional training to ad hoc committees or individuals serving on hiring committees to support recruitment and efficient process.</p> <p><b>AUO Status:</b> Active</p> <p><b>AUO Assessment Cycle:</b> 2021- 2022</p>	<p><b>Descriptive Statistics</b> - Coordinate additional training on hiring best practices and procedures to improve knowledge, increase efficiency and compliance with timelines.</p> <p><b>Target:</b> Coordinate at least 2 trainings to ad hoc committees or individual who normally serve on ad hoc committees.</p> <p>100% of HR staff or representative will sit in on all hiring committees across campuses to ensure consistent compliance, expectations and to provide logistic support.</p>		
<p><b>2021-2022 AS HRO Outcome 6-Update Recruitment Process</b> - Review and update recruitment process to support efficient process to fill vacancies.</p> <p><b>AUO Status:</b> Active</p> <p><b>AUO Assessment Cycle:</b> 2021- 2022</p>	<p><b>Descriptive Statistics</b> - Use data to update procedures to increase efficiency and fill vacancies timely.</p> <p><b>Target:</b> Update at least 1 procedure to improve and support efficient process to fill vacancies.</p>		
<p><b>2021-2022 AS HRO Outcome 1-Hire Qualified Candidates</b> - Hire qualified candidates to fill vacancies to meet President's directives.</p> <p><b>AUO Status:</b> Active</p> <p><b>AUO Assessment Cycle:</b> 2021- 2022</p>	<p><b>Descriptive Statistics</b> -</p> <ol style="list-style-type: none"> <li>1. Oversee closely the hiring processes across the campuses and provide training to ad hoc committees on best practices.</li> <li>2. Maintain and share with management hiring data with details.</li> <li>3. Maintain and update management on personnel needing degree to meet job requirements.</li> </ol> <p><b>Target:</b> 905 of new hires meet the degree requirement on the job as advertised.</p>		