

Quarterly review

Talent & Culture

FQ1 - 2015/16

Approximate team size during this quarter: 7
Time spent: strengthen 45%, focus 45%, experiment 10%

FQ1 - Talent & Culture

Objective	Measure of Success	Status
Goal 1 FOCUS Domestic PEO (for temps) replacement selection <i>Team members involved: 3</i>	-Meetings with 3 alternatives -Recommendation done	-Met with iWG/Upwork, PRO Unlimited, Namely -Stay w/Upwork but have them move WMF from Coretechs to iWG
Goal 2. - FOCUS Process improvements in workflows for ATS <i>Team members involved: 3</i>	All recruiting and hiring workflows occur inside GreenHouse without external email approval chains	-Posting approval workflow done -Offer approval workflow done
Goal 3 - FOCUS Learning and training tool with tracking and testing <i>Team members involved: 2</i>	Tool selection & implementation 5 modules in place, including: 2 Onboarding & 2 Manager	-Mindflash selected & implemented -5 modules in place (Legal 101, unconscious bias, constructive feedback, benefits orientation, recruiting training for HMs)

FQ1 - Talent & Culture

Objective	Measure of Success	Status
Goal 4 - STRENGTHEN HRIS replacement selection <i>Team members involved: 5</i>	-Meetings with three ADP alternatives -Recommendation done	-Met w/Namely, Workday, Zenefits -Recommend Namely -NOTE: To be reviewed by new VPHR to confirm proceeding
Goal 5 - STRENGTHEN Manager interviewing & recruiting training <i>Team members involved: 3</i>	-Deliver course material -Integrate course material into learning tool	-3 training sessions done -Materials loaded on Office Wiki. -Video of session done
Goal 6 - STRENGTHEN Hire (replace) OD Mgr Hire (new) Coach <i>Team members involved: 7</i>	Successfully fill both positions	-On hold for VP of HR per Terry -JDs have been posted -Interviewing

Additional Goals Assigned:

- Talent & Culture training schedule created, with first session completed
- Drafted job leveling & JD templates for additional work in FQ2
- WikiLead program wrapped up at start of FQ1, with meeting done for ongoing plans

Regular Work:

- New VPHR interviews, hired and onboarded
- New Recruiter interviews, hired and onboarded
- Payroll audit completed with Finance team and outside auditors
- FY15-16 salary increases, promotions & changes updated in systems, including PAN forms for all increases and demographics review of raise data
- Launched staff referral program communications for recruiting
- Manager calendar created and rollout to hiring managers
- On/offboarding coordination with OIT and Ops to streamline data coordination
- Incubator program restarted, including a relaunch meeting and review of Loomio proposals
- 401k investment committee meetings, including research and staff input on possible plan redesign for auto enrollment, auto escalation and safe harbor. Auto enrollment & safe harbor approved for 1/1/16.

FQ1 - Talent & Culture

Regular Work Continued:

- Holiday data in ADP updated and finalized
- Annual EEO filing
- Ongoing work with Legal and outside counsel on release agreements
- Policy list creation, including work with F&A on new mobile device policy
- Ongoing coordination of multiple leave plans
- Ongoing candidate experience data collection and analysis
- Ongoing 1:1 HR training with new managers

CONFIDENTIAL Work:

FQ1 - Talent & Culture

Core workflows and metrics

Category	Workflow	Metrics	Type
Recruiting	Interviews Scheduled	252 interviews scheduled (not including phone screens)	M
	Positions Recruited	24 open regular and temp positions with active recruiting	M
HR	Onboarding (req#)	21 onboarded	M
	Offboarding (req#)	9 offboarded (2 involuntary, 7 voluntary)	M
	Contractors/Temps & Renewals	71 new and renewed contracts	M
	Immigration	42 active cases (H1B, F1, J1, green card)	M

Type: new, reactive, maintenance