Quarterly goals

Q1 2016-2017: July - September 2016

Q1 -T&C HR Ops

Goal	Measurement of success	ETA	Dependency	Status
HRIS - Replace ADP w/Namely for central data/reporting for staff & managers (US payroll & global HRIS)	- System and workflows mapped - Project plan with resources set (FQ2 system set-up, starting with US staff)	EOQ	Namely Finance Possible consultant	
Diversity - Set the picture for where WMF is now, with baseline data for staff & a broad spectrum diversity data points	- Staff survey completed with at least 10 diversity data points - Analyze survey data, create report and recommend next steps - Create staff Alliance group as a safe place to discuss what diversity means to them, share their experiences, and create partners for future projects	EOQ	ER Consultant	
Safety - Roll out safety and IIP program to staff	- Program shared on office wiki - Engage staff in volunteer roles: floor wardens, evacuation coords - Complete emergency response team first aid training - Schedule evacuation drill for Q2	EOQ	Office Admin Safety Team	
Engagement - Lead progress on employee engagement, based on results from the May 2016 survey	- Create c-level workshop to identify primary impact project for leadership. Support c-level with project roll out and follow-up. - Create engagement committee workshop to identify primary impact project for teamwork/collaboration/managers. Support committee with project roll out and follow-up.	EOQ	Culture Amp C-Level Engagement Committee	

Q1 -T&C Recruiting

Goal	Measurement of success	ETA	Dependency	Status
C-level hiring - Recruiting for two positions	- CTO hired - General Counsel Recruiting: - JD created, shared with staff on officewiki for comment, - JD shared with community w/assistance of Comms - JD posted and passive sourcing started - Initial interviews started - Transparent process for both, including ongoing updates to staff, and an opportunity for a meet/greet with final candidate	EOQ	ED Team Interview Panels C-Level Communications	
Social media - Increase WMF presence on job sites, and set base to show ROI	- Create data collection and analysis process to determine impact of social media on recruiting - Working with comms, reach new and ideally diverse tech audience for candidates (i.e. 3 staff interviews/profiles to LinkedIn & Glassdoor) - Move Glassdoor rating to 3.4	EOQ	Communications Glassdoor	
Diversity - Support HMs in hiring diverse staff, starting with setting transparent baselines and testing ways to affect change	- Start monthly reporting of candidate trends on officewiki - Trial project with a manager on "blind" recruiting - Ongoing efforts to ensure all JDs are neutral wording - Create 3 more diversity connections/events (i.e. Black Girls Code, Project Include, Yelp, Code 2040)	EOQ	Greenhouse HM & Team Panel Diversity orgs	

Q1 -T&C Learning and Culture

Goal	Measurement of success	ETA	Dependency	Status
Manager Training - Rollout manager training in July 2016	- "What is my role as a manager?" initial session created. Roll out July 22, 2016 - Create 2 more modules, for roll-out late FQ1 and FQ2.	EOQ	Training Consultant ER Consultant	
Values - Clarify the values that guide our behaviors and relationships with one another	- Staff consultation sessions - Distill sessions down to 5 values - Work with Comms to make the results, clear, real & lively - Roll-out with October metrics meeting - Q2: embed values into staff processes	Mid Q2	ED C-Level Staff Comms	
Cultural Orientation - Ongoing rollout	- Development and rollout of editing workshop	EOQ	CE team members for editing	
Communication - Collective Voice	- Finalize discussions with staff, answering questions. Pass along to C-level to vet and decide.	EOQ	C-level	
Collaboration - Resolve team issues in collaboration w/ stakeholders	- Solve low-level people concerns with managers before they escalate (20% of time).	EOQ	Managers Teams	