

# **2015 Year End Report & 2016 Planning**



Human Resources

# Vision / Mission

To meet the Human Resources needs of the organization through excellent Human Resources and Human Capital management.

This will be accomplished through:

- **Teamwork**: Engaging the skills and talents of the HR Team to meet the operational needs for Rare Genomics.
- **Staffing**: Provide quality candidate searching, vetting, onboarding and support.
- **Support**: Creation of policies, procedures and structures, in support of the organizational vision, mission, values, and goals.
- **Leadership**: Creation and application of tools and opportunities for volunteers to grow and succeed in their volunteer, professional, and work lives. Providing opportunities for Networking, Skills Development, Leadership Development, and Communication Effectiveness through blogs, articles, webinars, etc., managed through our internal HR resource website.

# Strategy



Recruit additional HR staff to support community development, leadership, and administrative initiatives.	Continually review staffing needs, shortfalls, areas of high turnover and greatest need. Continuously review and research current staffing tools for effectiveness.	Create “Living Documents” that meet the current needs and wants of Rare Genomics, Volunteers, and departments	Provide Volunteer resources, team information, and tools  Develop an internal “Volunteer Connection” intranet section: <ul style="list-style-type: none"><li>• Volunteer Profiles and contact information.</li><li>• Pictures, experience, interests.</li><li>• Internal organizational job opportunities</li></ul>
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# Goals

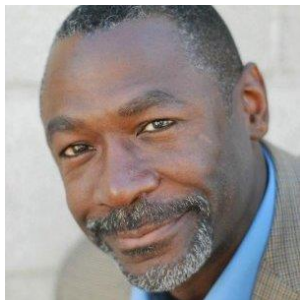
Partner with senior managers to support business objectives, strengthen organizational performance, and identify the talent development strategy

Lead the design, implementation and evaluation of talent development initiatives, strategies, programs, tools and resources

- Recruit, develop, and support Volunteers
- Deliver programs and services

- Recommend and develop new approaches, policies, and procedures that improve efficiency.
- Provide talent development initiatives and training
- Improve Employee Engagement

# Team members



**Russell Davis**  
*VP Human  
Resources*



**Ahoud Alwarsh**  
*Manager of  
Volunteer  
Engagement*



**Arelis Baird**  
*Director of Volunteer  
Management*



**Laura Barrera**  
*Development Director*



**Rhodline Asare**  
*Director of Talent  
Acquisition*

# Human Resources Accomplishments



## 2015

### **Established Defined Roles and Responsibilities for HR & Individual Team Members**

We have established defined roles and responsibilities with primary and secondary responsibilities for each member of the HR Team.

**Streamlined the Interview and Onboarding Process** We have created a timeframe to expedite the interview to onboarding process. We now have a 7-day response time for all initial applications to be reviewed, responded to, and sent forward for an initial interview.

### **Created standardized Policy, Procedure, and Script Documents:**

- RG Volunteer Request Form, Job Descriptions, Onboarding Memo
- Standardized HR Roles, Position Based Evaluations, About Us Document
- Interview Questions Document, Skills and Training Form, Exit Interview Document, RG Culture and Accountability Document, Transaction form,
- Creating "A Culture of Team" Document, Creation of a Master Census Document, etc.

## Q1

Total Volunteers recruited: **76 new hires since 1/1/15**

Created RG Handbook

Created Recruitment/ Onboarding/ Offboarding SOPs

Created Employee Surveys

## Q2

Researched HRIS systems Bamboo and Zenefits

Established Hummingbird Internal Awards Program

Explored educational webinars and staff training sites

created Exit Interview

## Q3

Evaluation of Zenefits HRIS

Creation of employee directory

Creation of Local staff Outings and events

## Q4

Discussed staff intranet

Review of efficiency of staff procedures and SOPs

# Measuring Impact

Human Resources measures impact by:

- meeting departmental staffing needs in a timely manner,
- providing technical and operational support for all departments, and,
- maintaining accurate Human Resources Metrics through appropriate systems.

# 2016 Team Plans



- Q1
  - Hire new volunteer to manage culture building and staff training
  - Obtain new HRIS System
  - create culture building programs
  - staff training programs
  - Create new organization chart
  - Establish regular staff social gatherings
  - Enhance current internship program
  
- 6 months
  - Hire new volunteer to manage culture building and staff training
  - Obtain new HRIS System
  - create culture building programs
  - staff training programs



# 2016 Strategies and Measurements



Q1

Hire new H.R. Team Member to:

Manage culture building

Manage training resources

Set up local outings among all teams

Assist HR team where needed

Q2

Place new HRIS System

Establish new employee H.R. programs

Q3

Develop an internal "Volunteer Connection" intranet section

- Volunteer Profiles and contact information.
- Pictures, experience, interests.
- Internal organizational job opportunities
- Create Job Board

Provide Volunteer resources, team information and tools

- Master Standard Operating Procedures (SOPs) for Recruitment Process
- RG SOP for onboarding template
- Onboarding docs
- Volunteer HR Information form
- Volunteer HR Info Form Responses
- Volunteer Release Form
- Onboarding Dashboard
- Nomination Form (Hummingbird Award)
- 2016 Holiday Schedule
- Handbook
- RGI Culture/Behavioral DRAFT
- Skills and Training Sheet