

# KEY DASHBOARD INDICATORS OF PROGRESS TOWARD Goals – Human Resources, FY 11-12



- Done
- Good Progress
- Some Progress
- Pending

## Goal #1:

**Foster a culture to enhance workforce effectiveness by building partnerships, competencies, and expertise.**

### Progress Indication

1Q 2Q 3Q 4Q

- |   |                                      |                                      |                                      |                                     |
|---|--------------------------------------|--------------------------------------|--------------------------------------|-------------------------------------|
| 1. Implement a staff hiring proposal certification and post audit process to facilitate the transformation of HR into a more active strategic partner.  | <span style="color: green;">●</span> | <span style="color: green;">●</span> | <span style="color: blue;">●</span>  | <span style="color: blue;">●</span> |
| 2. Implement an HR Agent role in all Banner level 3 or equivalent organizations to provide a point of strategic partnerships and collaboration with HR. | <span style="color: green;">●</span> | <span style="color: blue;">●</span>  | <span style="color: blue;">●</span>  | <span style="color: blue;">●</span> |
| 3. Explore the implications of social media as an HR tool, and develop guidelines for its use by departments and employees.                             | <span style="color: green;">●</span> | <span style="color: green;">●</span> | <span style="color: green;">●</span> | <span style="color: blue;">●</span> |
| 4. Collaborate with Staff Council to identify and recommend viable total rewards opportunities that would positively impact staff morale.               | <span style="color: green;">●</span> | <span style="color: green;">●</span> | <span style="color: blue;">●</span>  | <span style="color: blue;">●</span> |
| 5. Address Internal Audit findings through development of guidelines, policies, communications, and reporting tools.                                    | <span style="color: blue;">●</span>  | <span style="color: blue;">●</span>  | <span style="color: blue;">●</span>  | <span style="color: blue;">●</span> |
| 6. Support the Administrative Support Alliance (ASA-UNM) to host an Administrative Support Professional Conference.                                     | <span style="color: blue;">●</span>  | <span style="color: blue;">●</span>  | <span style="color: blue;">●</span>  | <span style="color: blue;">●</span> |

## Goal #2:

**Support and promote a total rewards program that attracts, retains, and develops high quality employees.**

### Progress Indication

1Q 2Q 3Q 4Q

- |  |                                      |                                      |                                     |                                     |
|--|--------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| 7. Implement the 2011 revised performance review form and research Banner's Talent Management Suite.   | <span style="color: blue;">●</span>  | <span style="color: blue;">●</span>  | <span style="color: blue;">●</span> | <span style="color: blue;">●</span> |
| 8. Complete two (2) classification/compensation job family reviews.  | <span style="color: green;">●</span> | <span style="color: green;">●</span> | <span style="color: blue;">●</span> | <span style="color: blue;">●</span> |
| 9. Create a wellness culture for UNM, initially focusing on a healthy weight through healthful eating and physical activity, increasing the number of benefits-eligible employees who are at a healthy weight (as defined by BMI). | <span style="color: green;">●</span> | <span style="color: green;">●</span> | <span style="color: blue;">●</span> | <span style="color: blue;">●</span> |
| 10. Support a review of UNM's organizational structure and assist with presidential and other executive searches.  | <span style="color: green;">●</span> | <span style="color: green;">●</span> | <span style="color: blue;">●</span> | <span style="color: blue;">●</span> |

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## Goal #3:

**Improve HR process, systems, use of technology, and infrastructure to provide a high level of efficiency, quality, and cost effectiveness.**

### Progress Indication

1Q 2Q 3Q 4Q

- |   |                                       |                                       |                                       |                                       |
|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 11. Develop a plan for automating employment transactions, including document storage in BDMS, across all employment areas and implement a first phase of automated transactions.   | <span style="color: green;">●</span>  | <span style="color: green;">●</span>  | <span style="color: green;">●</span>  | <span style="color: blue;">●</span>   |
| 12. Establish and implement a staff position classification titling convention to enable easier data access and report for HR, OEO, OIR, and other institutional reporting entities. <i>*pending ERP project prioritization</i> | <span style="color: green;">●</span>  | <span style="color: green;">●</span>  | <span style="color: green;">●</span>  | <span style="color: orange;">●</span> |
| 13. Develop and document an emergency preparedness and business continuity plan for HR.   | <span style="color: green;">●</span>  | <span style="color: green;">●</span>  | <span style="color: green;">●</span>  | <span style="color: blue;">●</span>   |
| 14. Implement FY 2011 – 2012 federal health care reform mandates to ensure UNM is in compliance with federal requirements.  | <span style="color: blue;">●</span>   | <span style="color: blue;">●</span>   | <span style="color: blue;">●</span>   | <span style="color: blue;">●</span>   |
| 15. Develop a systematic process to review timekeeping on a periodic basis.<br><i>*pending Kronos implementation</i>  | <span style="color: yellow;">●</span> | <span style="color: yellow;">●</span> | <span style="color: orange;">●</span> | <span style="color: orange;">●</span> |
| 16. Support process improvements by completing projects from the ERP project list.  | <span style="color: green;">●</span>  | <span style="color: green;">●</span>  | <span style="color: green;">●</span>  | <span style="color: blue;">●</span>   |