

CINCO DE MAYO



HR Update

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Employee Engagement

While talking to your co-workers, family, or friends have you ever heard the phrase “employee engagement”? Do you know what it means and why is it important for Milwaukee County?

According to Modern Survey, employee engagement is the degree to which employees are *psychologically invested* in the organization and motivated to contribute to its success. Engagement results in *discretionary effort* toward attaining organizational goals – employees working above and beyond what’s required.

But wait---by showing up for work, aren’t all employees “deeply involved” or engaged? Not necessarily. Several national studies indicate that about one-fourth of the U.S. workforce IS engaged, just over half are partially engaged, and just under one-fourth are

disengaged. That means about ¾ of any workforce is not fully involved!

Another study shows that higher employee engagement leads to:

- ⇒ increased productivity,
- ⇒ better customer service,
- ⇒ improved retention,
- ⇒ consistent attendance, and
- ⇒ solid financial performance.

Can you think of any County department that wouldn’t want to improve in one or more of those areas?!

Here’s your homework....as you go about doing your job over the next week or so, think about how you approach your work. Where do you rate your own engagement level? Why?



New Recruiting System

In coming weeks, Human Resources will implement a new recruitment system for job applicants and hiring managers. The new system will be hosted on the same Cornerstone platform that we currently use for training and learning management. Hiring managers will be able to submit job requisition requests, and will have enhanced access to applicant information for better candidate review.

After launch, internal job applicants will be able to apply through the same portal where training is offered.

The recruiting platform also features an onboarding component that will streamline pre-employment activities and new employee orientation, and offers features such as interview scheduling. Training for hiring managers on the new recruiting system will be available online – no in-person training classes will be necessary. Keep your eyes peeled for more info!

Engaged

Are you psychologically invested in the County or your department? Are you motivated to contribute to its success? Are you committed to your job and to work harder and smarter on your work activities?



Partially Engaged

Are you somewhere in-between Engaged and Disengaged?



Disengaged

Are you just showing up and doing as little as possible until it is time to leave?



Spring Cleaning: 5 Tips for Organizing Your Office

Staying organized can be a big challenge. Here are a few tips that we found on [Wasp Barcode](#) to help keep your workspace organized.



1. Get Rid of Old Papers

Chances are many of those papers piled high on your desk aren’t of any value to you. As you begin to sort through your stack of papers, begin asking yourself: Do I need this? Why? Where will I look for it when I need it? Then, create a filing system that best fits your needs, and make a point to file future printouts as they are created to keep the problem from reoccurring. Remember to think before you print.

2. Separate Business and Pleasure

Regardless of where you do the bulk of your work, it’s important to keep distractions at bay. For office employees, cell phones and smart phones can be a big productivity-killer. Keep your phone in a designated location, and check it during breaks – instead of every time you hear the text message chime.

3. Keep Supplies and Often-Used Items Separate

Daily-use items that you’ll likely need throughout the course of a day, like your laptop, pens, planner, and Post-It Notes, all deserve a spot on your desk. Other items, such as tape, stapler, paper clips, and envelopes, should be neatly stored inside your desk. This keeps less-frequently-used items from taking up valuable desk real estate, but ensures that they are easily accessible.

4. Organize Your Computer

When your favorite desktop background starts getting obscured with icons, it’s time to de-clutter your virtual desktop. File away documents that you’ll need again, and send everything else off to the virtual recycle bin. Not only will you have a much more attractive looking desktop screen, but you will save countless hours searching for your important documents.

5. Slow Down

One of the biggest pitfalls to organization is finding the time. Invest the time to properly organize your space, so files, supplies, and other items are in an intuitive, easy-to-find place. Once you’ve established a system that works for you, stick to it! Spending a few seconds to return items to a designated spot will help you save lots of time in the long run.