Workforce Planning Toolkit
A Quick Guide to the NIH Employee Engagement SharePoint Site

2015
<table>
<thead>
<tr>
<th></th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Introduction</td>
</tr>
<tr>
<td>4</td>
<td>The Value of the SharePoint Site</td>
</tr>
<tr>
<td>5</td>
<td>Tool Summary</td>
</tr>
<tr>
<td>6</td>
<td>Website Navigation</td>
</tr>
</tbody>
</table>
Welcome to the NIH Employee Engagement SharePoint Site.

This site supports the NIH Employee Engagement Liaisons group (NEEL) by providing workforce management staff the necessary resources and tools to enhance employee engagement activities, share best practices and increase collaboration across the Institutes and Centers (ICs).

Who uses the SharePoint site?
Launched in July 2015, the SharePoint site supports the NIH Employee Engagement Liaisons group (NEEL) members and their activities. The site is available to support anyone interested in employee engagement, retention, and workforce collaboration, including:

- HR Specialists
- Management Analysts
- Supervisors
- Team Leads
- Administrative Officers
- Others

Why use the SharePoint site?
The SharePoint site provides workforce management staff the necessary tools and resources to focus on employee engagement activities. Through a compilation of research articles, books, webcasts and presentations on employee engagement, members of the site are able to create action planning strategies and identify best practices for their ICs. The site is updated weekly with free training resources posted on various topics that touch on human capital, workforce planning, employee engagement and action planning. Supervisors and team leads benefit by learning about non-monetary strategies for recognizing employees as well as specific and actionable ideas for engaging their employees on an individual level.

The site is often used as a collaboration tool for ICs to share best practices and communication plans for a range of topics including the Federal Employee Viewpoint Survey (FEVS), Public Service Recognition Week (PSRW) and action planning. Members can post documents directly onto the site by selecting the appropriate topic and contact subject matter experts from different ICs across NIH.
The Value of the SharePoint Site

- Provides centralized resource of employee engagement tools
- Promotes cross-organizational collaboration across ICs
- Efficiently disseminates employee engagement best practices
- Creates standardized management practices across ICs
- Allows immediate access to problem solving resources and strategies
- Supports workforce management staff functions
- Facilitates attributes of a high-performing organization
Tool Summary

Navigating the SharePoint site.
The site is comprised of six different topic sections including shared resources, FEVS, PSRW, tools for managers, training and webcast calendar and NEEL meeting notes.

Website Resources

1. Employee Engagement Shared Resources
2. Federal Employee Viewpoint Survey Tools
3. Public Service Recognition Week Campaign
4. Employee Engagement Tools for Managers
5. Training and Webcast Tools for Managers
6. NEEL Meeting Notes

To access the SharePoint site, go to: https://ohr.od.nih.gov/NIHEngagement

To request access, please contact: Anait Freeman, anait.freeman@nih.gov
NIH Employee Engagement Liaisons Group

Welcome to the NIH Employee Engagement Liaisons SharePoint Site! Please use this site to access and add employee engagement resources.

Employee Engagement Shared Resources

Federal Employee Viewpoint Survey Tools

Public Service Recognition Week Campaign

Employee Engagement Tools for Managers

Training and Webcast Calendar

NEEL Meeting Materials

Questions? Contact Anait Freeman, Program Manager [CO/O/M/DRWS0D8/WEB].
FEVS Tools Section

Federal Employee Viewpoint Survey Tools

Every year, OPM conducts a Federal Employee Viewpoint Survey (FEVS) of permanent federal employees that measures their engagement and satisfaction with their immediate work environment or office in various performance categories, including work experience, work/life, leadership, diversity and inclusion. The tools below are meant to help your IC promote the survey and increase participation in order to gather feedback that will help ensure the NIH excels at providing a safe, effective, and engaging workplace for all employees.

FEVS Marketing Samples and Templates

- 2015 OPM FEVS Communication Toolkit
- 2015 OPM Fillable Poster 1
- 2015 OPM Fillable Poster 2
- 2015 OPM Web Banner
- 2015 NIH Signature Block
- 2015 Email from Dr. Collins
- 2015 Email from Dr. Tabak
- 2015 NIADD EVS Communication Plan and Sample Emails
- 2015 NIADD Sample Email
- NEI Sample Email 1
- NEI Sample Email 2
- NEI Sample Email 3
- 2015 OHR FAQ
- 2015 Sample Talking Points for Managers

NIH FEVS Reports

- 2014 NIH Federal Employee Viewpoint Survey Report
- 2013 NIH Federal Employee Viewpoint Survey Report
- 2012 NIH Federal Employee Viewpoint Survey Report
- 2011 NIH Federal Employee Viewpoint Survey Report
- 2010 NIH Federal Employee Viewpoint Survey Report

FEVS Indexes

- Satisfaction Index
- Engagement Index
- The New Inclusion Quotient (The New IQ)
Public Service Recognition Week Campaign (PSRW) is organized annually by the Public Employees Roundtable and its member organizations, through the Partnership for Public Service. The annual campaign is conducted in May and is a time set aside to honor the men and women who serve our nation as federal, state, and local government employees. These tools below are meant to help your IC promote the PSRW campaign by building a positive image of government service and the work each NIH employee performs to advance NIH’s mission.

**PSRW Marketing Samples and Templates**

- 2015 OHR PSRW Communications Plan
- 2015 OHR PSRW Campaign Handout
- 2015 OHR Director Email to Executive Officers and HR Liaisons
- 2015 OHR Director Email to OHR Leadership
- 2015 PSRW Email from Dr. Collins
- 2015 NIH Record Publication
- NIH Whiteboard Campaign Sign

**PSRW POCs**

- Anait Freeman, anait.freeman@nih.gov
Shared Resources Section

Employee Engagement Shared Resources

Articles
- Employee Engagement Is a Leadership Commitment
- Managers Are Vital to Employee Engagement
- Employee Engagement Define It, Measure It and Put It to Work in Your Organization
- 4 Reasons Why Investing in Employee Engagement Matters
- Data-Driven Employee Engagement
- The Key to Employee Engagement? These Managers Had It Wrong

Books
- Building a Magnetic Culture: How to Attract and Retain Top Talent to Create an Engaged, Productive Workforce by Kevin Sheridan. Available through the LMS in Books 24x7.
Webcast and Training Calendar

This calendar will be updated regularly with training and development opportunities related to employee engagement.

---

Center for Information Technology + National Institutes of Health + Bethesda, Maryland 20892
Phone: 301-443-4207 + Web: ITServices@nih.gov
NEEL Meeting Materials

December 2015 Meeting

- Action Planning Workshop Presentation

October 2015 Meeting

- Meeting Agenda
- 2015 NI HEFEVS Preliminary Summary
- FEVS Survey Questions
- NIH BEX Survey Presentation

August 2015 Meeting

- Meeting Agenda
- 2015 HCI Employee Engagement Conference Key Takeaways Summary
- GAO Report on 'Sharing of Promising Practices Could Improve Employee Engagement'
- Presentation 'Quick Guide to Action Planning Facilitation'
- Action Planning Resources
- Action Planning Workshop - Charter and Agenda
- Presentation 'Addressing 2015 PMAP FEVS Requirements - Executives/SES'

June 2015 Meeting

- Meeting Agenda
- 2015 FEVS Lessons Learned
- 2015 PSRW Social Media Campaign Metrics

April 2015 Meeting

- Meeting Agenda
- 2015 OPM FEVS Communication Toolkit
- 2015 OPM Fillable Poster 1
- 2015 OPM Fillable Poster 2
- 2015 OPM Web Banner
- 2015 NSAMD EVS Communication Plan and Sample Emails
- 2015 PSRW NEEL Presentation
- 2015 PSRW Campaign Handout
- NIH Whiteboard Campaign Sign