

ERG Rotation Program Employee Resource Group

2016 - 2017 Program Guide



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Program Overview

MnDOT's Employee Resource Group (ERG) Rotation Program is designed in partnership with the Office of Human Resources and MnDOT's Leadership Development Program. The program provides ERG members and allies the opportunity to gain career experience, through a job mobility, that could prepare them for leadership opportunities within MnDOT. The goal of the program is to help ERG members and allies gain work experience, develop competencies, and be prepared for greater responsibility at MnDOT. The ERG Rotation program does not serve as a means for promotions. However, it can provide career opportunities.

To be considered for the ERG Rotation Program, employees must satisfy the following:

1. Be a member or ally of one of MnDOT's Employee Resource Group (ERG)
2. Must have passed their employment probationary period
3. Must have taken the Intercultural Development Inventory (IDI)
4. Must be currently enrolled or have completed the MnDOT's Leadership Development Program

The ERG Rotation Program is a career advancement and leadership development goal of MnDOT's Diversity & Inclusion Unified Work Plan. Division and/or Division supervisors having strong supervisory skills in managing a diverse work team are encouraged to host an ERG Rotation participant. The Host Division will have budgetary responsibility for the ERG Rotation participant's rotation.

The ERG Rotation program is flexible and accommodates the needs of host offices as well as ERG Rotation participants. Because of its flexibility, participants can customize their experiences and set goals aligned with their individual development plans. Participants are placed in a specific position or project allowing her/him to develop a wider scope of their skills, knowledge and competencies.

Participation in the program is not a guarantee of future promotion. However, the ERG Rotation experience serves as an investment in the participant's professional development and preparation for greater leadership role within the agency. The program focuses on building skills, knowledge and competencies of participants through a formal rotation experience with structured activities that support host supervisors and ERG rotation participants alike.



2016 – 2017 Program Schedule

Date	Timeline Activity
June 23, 2016 11:30 a.m. – 12:30 p.m.	Central Office Information Session CO Conference Room, G22
June 28, 2016 12:00 p.m. – 1:00 p.m.	METRO District/Water's Edge Information Session Garden Level, Conference Room C
July 6, 2016	Application Process Opens
July 29, 2016	Application Deadline
August 17, 2016	Application Status Notification
September, 2016	Rotation Begins
June 28, 2017	Celebration

Communications

Information about the ERG Rotation program is communicated by MnDOT's Office of Equity & Diversity, through the InReach Coordinator. Detailed information sharing takes place through attendance of ERG meetings and scheduled information sessions.

Presentation at ERG & Leadership Development Meetings

The ERG Rotation Program guidelines, detailing the application process and upcoming deadlines are presented at ERG meetings. Applications are available at the ERG meetings and at the Leadership Development Program meetings. The InReach Coordinator is available to answer questions about the program and application process.

Information Sessions

The InReach Coordinator hosts information sessions on the ERG Rotation program for interested participants and host supervisors. The InReach Coordinator serves as key contact for information on the program and serves as liaison between potential host supervisors and participants. The InReach Coordinator provides application packets at the information sessions. Information is also available at the Leadership Development Program.

Time and Duration

Rotation assignments for participants are project based, part-time, or full-time. Specific time and schedule are negotiated between the participant, host office supervisor, and home office supervisor. It is anticipated that the rotation is flexible and may last anywhere from a few weeks to 12 months. Again, program duration is flexible and is determined by the professional needs of the participant, as well as the host office.

Rotation/Skills Match

The following optional criteria may be used to match participants with host supervisors:

- Career level
- Years with MnDOT
- Certification levels, responsibilities, or titles which define levels
- Home supervisor's recommendations
- Thoroughness of ERG Rotation application
- Clear and detailed career goals



Responsibility

Host Division/Supervisor should:

1. Explain how the MnDOT's agency division is structured
2. Supervise and conduct a diverse, inclusive and respectful work environment for their employees
3. Have clear goals, expectations for the rotation
4. Be forthcoming with regards to division challenges and concerns with the rotation
5. Solicit questions, input and recommendations from the participant
6. Stay accessible, committed, and engaged during the length of the ERG Rotation program

Participant should:

1. Commit to self-development through the ERG Rotation program
2. Be open and honest about his/her goals, expectations, challenges, and concerns
3. Actively listen and ask questions
4. Seek advice, opinion, feedback, and direction from his/her host supervisor while in the rotation
5. Be open to constructive feedback and ask for it
6. Stay accessible, committed, and engaged during the length of the program



Qualifications

The ERG Rotation Program is flexible and is open to all MnDOT employees who meet the following qualifications:

1. Must be a member of an ERG or an ERG Ally
2. Must have taken the Intercultural Development Inventory (IDI)
3. Passed their probationary period
4. Completed or enrolled in the Leadership Development Program

Applications are scored and matched with position openings. Applications will provide the following:

1. Current Position – Applicants must provide their current position and supervisor information.
2. Résumé – Applicants must provide a current resume to demonstrate their previous experience, which may help better place them with host supervisor.
3. Competencies Development – Applicants must provide a statement related to the competencies they want to develop and why they are interested in the ERG Rotation Program.

Recommendation

In addition to signing off on the application, the applicant's immediate supervisor will provide a brief recommendation for the applicant. This recommendation will be kept confidential and allows the supervisor the opportunity to voice their support or any concerns about the applicant's participation in the program. The recommendation process will be one factor by which the overall application is judged and matched with a host office.

Approval

The applicant's supervisor and host supervisor must sign off on the ERG Rotation Program application. By signing the application the supervisor is recognizing that the applicant will be reducing the hours spent on home office work.

Position Preferences

With their current supervisor's approval, each applicant identifies the rotation position/project or options that they are able to accept. The preference will be used to help match successful applicants with available rotation positions for a job mobility. Please keep in mind that the ERG Rotation is a flexible program and could span a timeframe of a few weeks to 12 months.

Participant Selection

After applications are received, a panel reviews the applications. The panel matches successful applications to the available rotation positions/projects based on a variety of factors, including experience and position preferences.



Participant Evaluation

The ERG Rotation placements are monitored through monthly check-in meetings and a final evaluation. Host office supervisors complete a ERG Participant Performance Evaluation Form at the end of the rotation assignment. The host office supervisor meets with the participant to discuss the final evaluation. Once the final evaluation form and meeting is complete, the host office supervisor sends a signed copy of the form to both the home office supervisor and the Office of Equity and Diversity.

Program Feedback

All parties (participants, host offices and home offices) participating in the ERG Rotation Program will provide feedback on the program on the completion of their participation.



Benefits of Participating in the ERG Rotation Program

1. *Exposes employees to a wider range of operations* in order to build participants skills/knowledge base and leadership within the agency. Supervisors benefit through exposure to employees from a diverse pool.
2. *Helps Employees Explore Their Interests.* During the ERG Rotation employees are exposed to different operations, they can identify what they are good at and what they enjoy doing.
3. *Identifies Knowledge, Skills and Abilities.* Rotation helps managers as well as individuals identify their KSAs (Knowledge, Skills and Abilities).
4. *Motivates employees and supervisors* in meeting challenges in innovated and diverse approaches. It encourages employees to perform better at every stage.
5. *Exposes employees to different tasks and functions,* increasing their satisfaction level and helps employees develop a sense of belonging within the organization.
6. *Gives a diverse group of employees the opportunity to develop their skills,* gain additional experiences, and develop their leadership competencies.
7. *Meets MnDOT core value* of diversity & inclusion and hold true to MnDOT's Unified D&I Plan.

To Be Considered

1. Be a member or ally of one of MnDOT's Employee Resource Group (ERG)
2. Must have passed their employment probationary period
3. Must have taken the Intercultural Development Inventory (IDI)
4. Must be currently enrolled or have completed the MnDOT's Leadership Development Program

Application Process Steps

1. Consider ERG Rotation
2. Attend ERG Information Session
3. Get an application
4. Discuss ERG Rotation with Home Supervisor
5. Complete submit application
6. On acceptance, meet with Host Supervisor
7. Sign ERG agreement
8. Work ERG Rotation
9. Participate in Monthly Check-In Meetings
10. Complete Rotation
11. **Complete final performance evaluation**

Contact Information:

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