**2018-19 HR Department Goals**

1. Review policies and procedures according to the established 4-year cycle timeline in an effort to improve College services.
2. Continue to meet applicable accreditation standards and eligibility requirements.
3. Implement Softdocs for new hire personnel files.
4. Investigate new comprehensive, affordable insurance and benefits programs that are responsive to the needs of employees.
5. Implement Interest Based Approach in new employee orientation programs.
6. Support organizational development by enhancing training and growth opportunities to support individual success.
7. Support all managers by providing them with employee relations guidance and communicating policies and procedures to ensure compliance.
8. Improve the employee recruitment process that attracts, selects and on-boards qualified diverse faculty, staff and managers.