



## Project Title ODOT Onboarding process

February 18, 2014

### Project Summary

The purpose of this project is to address ODOT's need to be able to put their new hires to work faster with all available tools at their disposal from the first day of employment." The problem statement contends that district new hires and transfers wait several days, if not weeks, to obtain all necessary tools to perform the job. This presents much wasted time on the clock and can also affect the morale of the newly hired employee. With fewer and fewer resources available to complete tasks, it is necessary to optimize the working time of each individual.

### Project Goals

The goals of this project are to:

- Get ODOT employees to work faster
- Eliminate waste
- Standardize the process
- Realize savings during the on-boarding process

### Project Methodology

The methodology for conducting research was the use of in-person interviews with various ODOT district stakeholders. The information gathered from these sessions was used to complete flow-charts of the current process. The project team spent several months gathering and analyzing this information to make recommendations to ODOT, in order for its current on-boarding process to be improved and streamlined. After all the process flows were completed, team meetings were held with ODOT stakeholders to complete a clean-sheet redesign of a "to be" process.

The report includes research, best practices and recommendations in the following areas:

- Drug testing
- Assigning the employee # early in the onboarding process
- Maintaining use of the e-PAR system
- Better utilizing the current magic ticketing system
- Creating the BALS account
- Entry into the e-PAR system
- Better management of work tickets
- Supervisors providing software needs for new staff prior to their arrival

The report also includes recommendation for future enhancements of the process.

### Project Team

For more information about this project, contact team members:

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