



Office of the
State Auditor

Use the Sprinkles and Unicorns, Recruiting When it's Hard





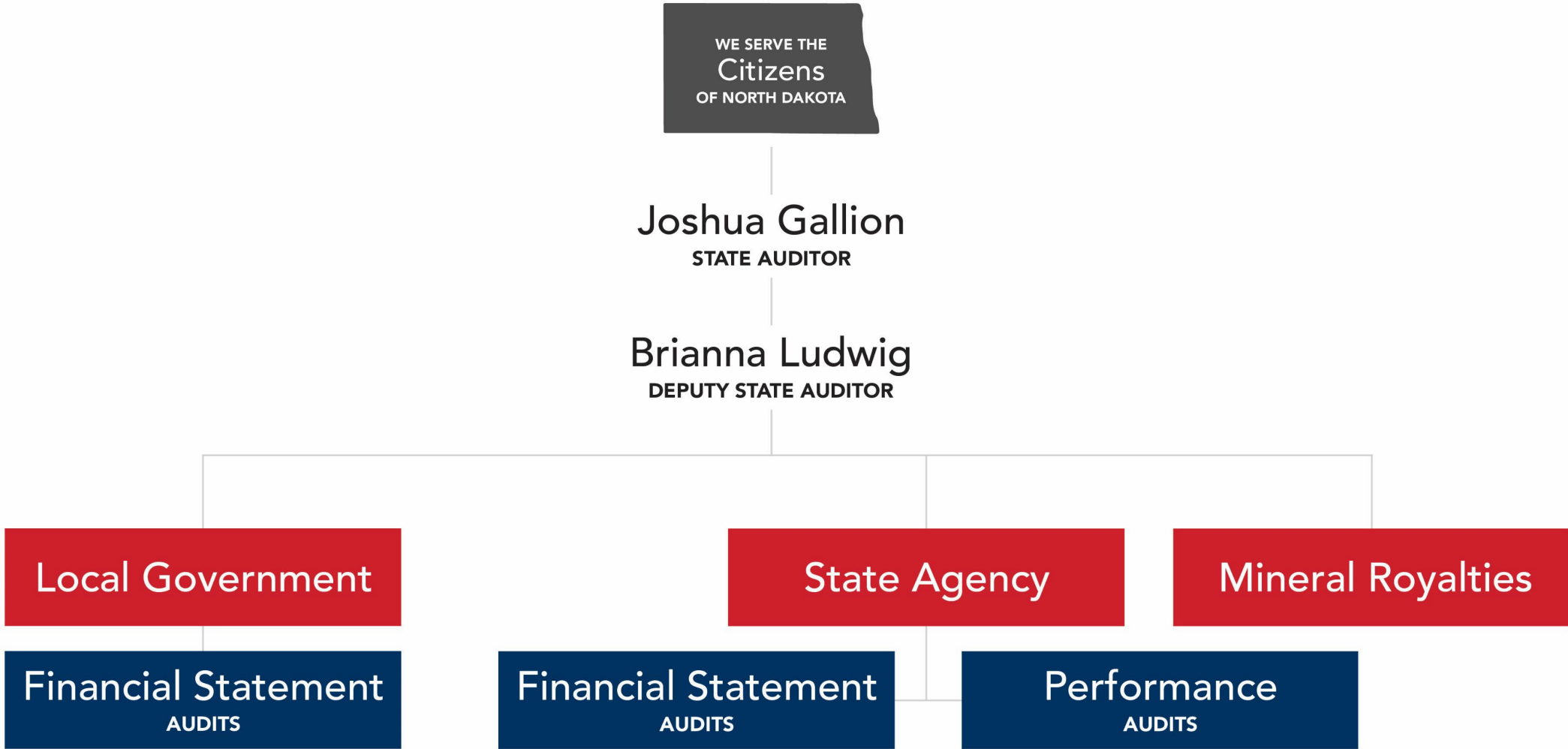
Office of the
State Auditor

Josh Gallion

STATE AUDITOR



Office Structure



**Just
because we're
government,
doesn't mean
we have to
be boring**



**How
we
started**



Values Blueprint

What guides us

Values

Our values lay the groundwork for all our decision making.



- We treat **everyone** with honor, dignity and courtesy.
- We **listen** to understand.
- We act in a **professional** manner.
- We learn from the **diversity** in the workplace.



- We enthusiastically strive to **exceed** expectations.
- We deliver **quality** work products that are accurate and on time or ahead of schedule.
- We develop practical and **innovative** solutions to improve our processes, products and services.
- We seek and embrace **feedback**.



- We create vision and **inspire** others.
- We support open discussion and have the **courage** to raise questions.
- We focus on those things that are **important**.
- We take **responsibility** for our actions.

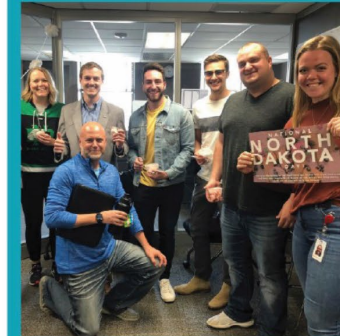


- We earn and demonstrate **trust** through transparent and ethical actions.
- We demonstrate personal commitment to organizational **transparency**.
- We role model initiative, **responsiveness** and skill in crucial conversations.
- We actively maintain appropriate boundaries and **professional** relationships.



- We work together through effective **communication** and collaboration.
- We value the **input** of those we work with.
- We hold oneself and others **accountable** for behavior, actions and results.
- We own mistakes and work to carefully and rapidly repair and **learn** from them.

State Auditor's Office (SAO) family



Work hard, play hard

We are a dynamic, hard-working, fun-loving crew. We're a skillful team that moves quickly and gets results, but we also take time to care for each other as a team. We like to say we work hard and play hard.

Family first

We know you have responsibilities to people around you in your personal life. We want you to take vacations and care for your loved ones. Family always comes first in our office.




Philosophies

Behavior based questions



Culture!





Policies

Onboarding

Develop standard checklists

Training

- ☐ Create an onboarding schedule for the new employee including meetings with Heidi, Lisa or Paula (office tour) and Brianna (Capitol tour), Dan (audit policies), and Rob and Cory (technology). See [Sample Schedule](#) for additional guidance.
- ☐ Plan for customized training based on current audits.
 - ☐ Consider Leita Hart essential bundles training.
- ☐ Plan the employee's first assignment so that he/she can have a successful start and establish productive Manager-employee communication. See [A Successful First Assignment](#).
- ☐ Calculate CPE requirements (prorated) with QA Manager.
- ☐ Identify CPE hours for training sessions (to report to Lisa or Paula) and training outlines
- ☐ Review acronyms list.
- ☐ Conduct custom TeamMate training.
- ☐ Conduct custom PeopleSoft training. - Rob

Priority Checklists

First Day

- ☐ Introduction to computer with Cory.
- ☐ Drop off personal items in workspace and offer coffee. Explain coffee fund (Lisa - \$2/week).
- ☐ Go over schedule for the first few days and answer any pertinent questions he/she may have. See [Sample Schedule](#) for additional guidance.
- ☐ Be available to pick up from meetings and take to next meeting if need be so they don't get lost.
- ☐ Introduce to immediate team.
- ☐ Take employee down for employee photo and key card. - Lisa or Paula
- ☐ Go over emergency information. - Lisa or Paula

Offer "Favorites" Survey

Name	Brianna Ludwig
My Favorites	
Song	Time After Time
Candy	Dark Chocolate
Gift Card	Target
Snack	Chips and Salsa
Cookie	Monster Cookie
Pizza	Philly Cheesesteak from Dor
Movie	Clueless
Color	PINK PINK PINK PINK....pink
Sports Team	Eagles, because my husband
Musician	Taylor Swift
Non-Alcoholic Beverage	Diet Rootbeer or Diet Mount
Cake	German Chocolate
Coffee Order	Americano (or iced) with a sp

30 Day Employment Survey

30 Day Employment Survey	
Please take a few minutes to complete this survey regarding your first month. To improve our processes, please be constructive and honest in your feedback.	
Name	Kali Askvig
My interviews were timely and well-organized. *	
<input checked="" type="radio"/> Strongly agree <input type="radio"/> Agree <input type="radio"/> Strongly disagree <input type="radio"/> Disagree	
I felt comfortable during the interview process. *	
<input type="radio"/> Strongly agree <input type="radio"/> Agree <input type="radio"/> Strongly disagree <input type="radio"/> Disagree	
Is there anything that you feel should be improved or changed regarding our	
<input type="text"/>	
Someone was available to escort me to my work area and give me a tour of	
<input type="radio"/> Yes <input type="radio"/> No	
My office was clean and I had everything I needed to do my job. *	
<input type="radio"/> Yes <input type="radio"/> No	
Is there anything you feel should be improved or changed regarding your first	
<input type="text"/>	
My benefit options were clearly explained to me. *	

Prepare welcome letter

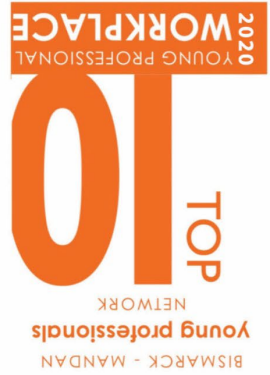
John Doe

Welcome to our team!

Your role at the North Dakota State
informative audits to improve gover

There's always a lot to learn on a ne
certain organizational procedures. S
Respect, Excellence, Leadership, Int
values every day, you will be succes

We want you to know that we're all
for you to learn and grow in your ne



Awards!



Employee Communications



[Home](#) [News](#) [Audits](#) [Our People](#) [More Resources+](#) [Website](#) [COVID-19](#) [IT Auditor Support Desk](#)

[VIEW ALL STORIES](#)



Audit Finds Inconsistent Process for Solid Waste Permits - One of Three

17



Panel approves 'noise masking system' for North Dakota state auditor

19 **NEW**

QUICK LOOKUP...

[Find a Document | Policy](#)
[Standards](#)
[Staff Phone Listing](#)
[ND PERS](#)
[SAO Teams Videos](#)

Quick Poll



When would you prefer to have the next Summer all-staff PD training?

July 2022 in Fargo: 57.5% [23]

July 2023 in Fargo: 42.5% [17] **

SAO News



[Please Take a Second to Vote](#)
Please take a second to vote on the next all-staff PD quick poll! We'll be making a decision this week.
posted 3 hours ago by [Brianna Ludwig](#)



[Who wants to model?](#)
We're doing more internal stock photos!
posted 20 hours ago by [Kali Askvig](#)



[Management Meeting Highlights for April 4th](#)

Daily Joke

How do you count cows?

With a cowculator.

Kudos

[Brian and Peishan REPRESENT\(ed\) the SAO @ the NDSU Career Fair](#)
posted Feb 10, 2022 by [Brianna Ludwig](#)

[Paula, Lisa and Emily Treat our Night Cleaning Staff](#)
posted Feb 3, 2022 by [Brianna Ludwig](#)

[Emily and Kali Chosen to Speak at National Conference](#)
posted Feb 2, 2022 by [Brianna Ludwig](#)

ONBOARDING

LOVE
YOUR
JOB.

JOIN
OUR
TEAM!

Office culture

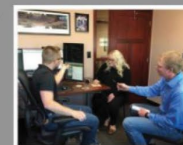


We Celebrate Success

And holidays. We are big believers in cheering on our fellow co-workers along the way, and having fun in every season.

Dress Code

We are a business casual office. What does that look like? We usually are wearing jeans other than when we have a meeting with clients outside of our office.



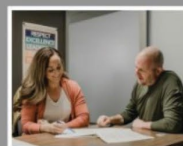
Bring Your Little One

Our office allows babies up to six-months-old to come to our office with mom or dad.

We also like puppies, however at the present time we don't have a policy for them.

All Staff Meetings

Every other month we hold virtual staff meetings with all teams. Once a year we bring everyone together for an in-person staff meeting and fun team building activities.



Open Door Culture

When we say we have an open door culture, we really mean we have a no door policy. We are all about transparency and we're always here to support you and answer your questions.

Ongoing Training

We are big believers in ongoing education. We pay for subscription-based professional development, bring in national speakers, and have training opportunities like Speed of Trust and Strengths Finder.



More benefits

Paid Parental Leave

Our office provides a two-week paid parental leave benefit for the birth or adoption of a child.

Family and Medical Leave

You are eligible for the Family and Medical Leave Act (FMLA) after 12 months and if you've worked at least 1,250 hours in those 12 months.

Holiday Pay

Bake cookies! Go shopping! Just relax!

You will get 10 paid holidays every year.

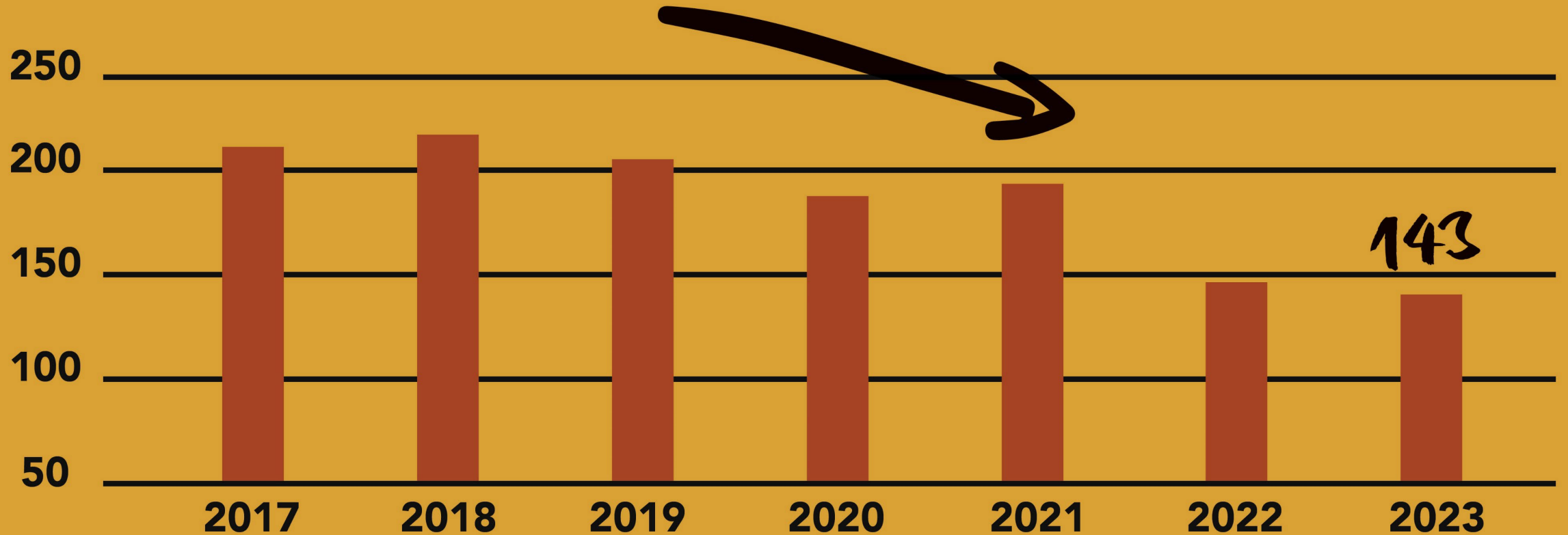
STATE HOLIDAYS

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day



Who doesn't like Macy's Thanksgiving Day parade?

ND Accounting Student Graduate Totals



interns!



High School Classes





Office of the
State Auditor

THANK YOU!



Office of the
State Auditor



JOSH GALLION
JCGALLION@ND.GOV
701-328-4780