A. Introduction of ACEC Indiana
B. Welcome from Sponsor: TownePlace Suites by Marriott
C. Introduction of Facilitator—Emily Davis, Buckingham Companies

TOPICS FOR DISCUSSION

1. Recruitment
   a. How to combat the labor shortage
      i. Intern search beginning sophomore year of college to recruit younger
   b. Attracting millennials—ranking sites, offer day in the life perspective
      i. Work from home capabilities, Fridays off/ early is the next generation’s “normal”— perhaps consider flexible start times
      ii. Offering feedback more frequently, not just annually
      iii. Mentoring in career best suited for in-office space, learn new things, work across departments
   c. Attracting diverse candidates
      i. Community outreach can introduce your firm to new audience/ prospects
      ii. Continuing education opportunities
   d. Internal vs. external references and referrals
      i. Internal more valuable vs. external
      ii. Employee referral process?
         1. Ranges from hundreds of dollars to thousands
         2. Gift cards for leads?

2. Retention
   a. What is your firm doing to drive a higher-engagement work culture?
      i. Engagement Committee to drive thriving work culture
      ii. Employee events, adults only day at fun event center, family gatherings
         1. Hosted on weekdays and weekends, depends on variety
         2. Schedule events around the city/ state to engage employees in all offices/ areas
      iii. Surveying from "Best Places to Work", internal options
         1. Comments are most telling
         2. Recognizing trends
         3. Share with senior leadership and communicate results to all employees—they want to know what is coming from it
         4. Survey lengths can range—25 questions max?
         5. “Stay Interviews” engaging conversations with active employees
   b. Mentoring and leadership programs
      i. Key staff breakfasts with no topics but check in on development
      ii. Employees want to know what the next goal or position is to drive them to succeed
   c. Student Loan Assistance - a way to engage and retain staff
      i. Tuition reimbursement
      ii. Flexibility for hour during final exams etc.
      iii. Consideration of the employee’s financial wellness
iv. 401k match when employee makes payment towards student loans
d. Recognition and appreciation of staff—events or gifts?
   i. Ceremony that has been with the company for 5, 10, 15, etc. years
   ii. Additional PTO, bonus, company swag
   iii. Firm newsletter—use to recognize employees who got a good INDOT score, someone
go ing above and beyond job duties
   iv. Ping pong, corn hole, other after-hour games, tournaments for employee morale

3. Benefits
   a. Flexible work environments/working from home
   b. Cell phone reimbursements
      i. Cost management—push employee to go on own plan but offer reimbursement base on
         usage
      ii. Typical reimbursement $50, $60, $80 (some based off of roles/positions)
   c. PTO accrual/carryover
      i. Offers competition for attracting talent
      ii. Unlimited PTO? Flexible PTO—can’t take more than 2 weeks per quarter so it doesn’t
         interfere with FML—resolves issue of employees “burning off weeks” at the end of the
         year simply because they “earned” it
      iii. As you expand into other states, be aware of the different regulations regarding PTO
      iv. “Parental Leave” allows men to take time off for child, allows for the opportunity for a full
         year
   d. Overpaying employees for temporary work
   e. Company vehicles for personal use
      i. Consider car allowance—protection for liability

4. Employee Behavior
   a. Autism Spectrum Disorder—interaction with employees on a team, etc.
      i. Arc of Indiana
   b. Veterans with PTSD acclimate
      i. Work One offers programs for veterans entering the workforce
      ii. Potential recruitment audience for survey, other technical departments

5. Leave of Absences

6. Miscellaneous
   a. Prime recruitment of subcontractor employees

7. Risk Management
   a. Technology with reporting

ACEC Indiana approves the course this program as a legitimate source of 2 PDHs. This
course proved to be an orderly process of instruction, which was approved by ACEC
Indiana, an approved provider according to IC 25-1-4-0.2, and designed to directly enhance
a professional engineer’s knowledge and skill in providing services relevant to the practice of
engineering. Please retain this document for your continuing education records.