



Diversity, Opportunity, and Inclusion

2023 Annual Report – Virginia Department of Aviation

2023 AGENCY DOI ACCOMPLISHMENTS

Goal 1: Access and Success

Recruit and retain a diversified workforce by increasing awareness of employment opportunities.

Objective 1: Included language in all job advertisements to encourage eligible individuals, regardless of protected class, to apply for vacancies.

- The agency posted 13 advertisements with all including Equal Employment Opportunity language.
- The agency posted Engineering vacancies (2) on college and university career boards.
- In addition to posting on the state website and *Indeed*, the agency posted industry-related position vacancies with industry online sites.

Objective 2: Participated in the Alternative Hiring Process through the DHRM Page Up Recruitment Tool.

- The agency received applications from seven individuals through the Alternative Hiring Process.

Objective 3: Ensured interview panels consisted of individuals representing minority populations.

- Each interview panel consisted of at least one protected class representative.
- Panel members were trained on the importance on conducting the same interview process for each candidate as well as questions that were not to be part of that process.

Goal 2: Welcoming and Respectful Culture

Create and sustain a culture that welcomes and embraces diverse opinions, independent thinking, and respectful interactions to deliver optimal results for the organization, its customers, and employees.

Objective 1: Provisions for employees for requiring temporary or permanent reasonable accommodations.



- The agency collaborated with employees experiencing physical issues to find a reasonable accommodation (assistive devices, telework, etc.).
- The agency provided Employee Assistance Program information to staff in areas outside of the agency's ability to assist.

Objective 2: Provided opportunities to meet with employees for idea sharing and to gain awareness on potential concerns in the workplace.

- The agency director conducted semi-annual meetings with all staff to update and share information on agency initiatives and programs.
- The agency director maintained an open-door policy for all staff members.

Goal 3: State DOI Infrastructure & Training

Maintain a plan and infrastructure that continues to provide individualized skills training and career development for state employees. Agencies report annually on DOI goals and accomplishments.

Objective 1: Implemented professional development and training opportunities for all employees through the Employee Work Profile (EWP) to encourage and promote growth opportunities for all employees.

- The agency implemented an initiative to support employee participation in at least two professional development/training opportunities through the performance evaluation period (October 25 – October 24).
- The agency developed a tracking tool for the 2023-2024 performance evaluation period to record employee professional development.

2024 AGENCY GOALS

GOAL 1: Access and Success

Recruit and retain a diversified workforce by increasing awareness of employment opportunities.

Objective 1: Continue the practice of encouraging eligible individuals, regardless of protected class, to apply for vacancies.

- The agency will continue to include the Equal Employment Opportunity language in all job advertisements for vacancies.
- The agency will continue to participate in the Alternative Hiring Process program.



Objective 2: Ensure a fair and diverse interview process.

- The agency will continue to ensure that agency interview panels continue to include individuals representing the protected classes.
- The agency will continue to train interview panel members on the importance of conducting the same interview process for each candidate as well as questions that are not to be part of the process.

Goal 2: Welcoming and Respectful Culture

Create and sustain a culture that welcomes and embraces diverse opinions, independent thinking, and respectful interactions to deliver optimal results for the organization, its customers, and employees.

Objective 1: Work with employees to determine reasonable accommodations, if needed, to assist employees in being successful members of the agency workforce.

- The agency will conduct training for supervisors on identifying potential accommodation needs of employees.
- The agency will continue to provide Employee Assistance Program information to employees in areas outside the agency's ability to assist.

Objective 2: Enhance awareness and respect in the workplace.

- The agency will ensure that all employees complete the annual Civility in the Workplace training.
- The agency will continue to support an "open-door" policy for agency leadership to encourage employees to reach out with concerns or issues in the workplace.

Goal 3: State Agency DOI Infrastructure & Training

Maintain a plan and infrastructure that continues to provide individualized skills training and career development for state employees. Agencies report annually on DOI goals and accomplishments.

Objective 1: Promote and support employee professional development opportunities.

- The agency will continue to promote opportunities for professional development and training as part of the agency's succession plan and as part of the employees work profile.



- Supervisors will be assessed on the successful completion of the professional development requirement by their direct reports as part of the annual performance evaluation process.

Objective 2: Appoint an agency training manager.

- The training manager will develop and conduct employee and supervisor trainings.
- The training manager will track employee professional development and training and report to the agency leadership.