



Information & Updates

10.13.23

Welcome Jenny Willis

DHW is happy to welcome the newest member to their team, Jenny Willis! She is their new HR Supervisor and is located in Boise!



Jenny grew up in Idaho and relocated home during the pandemic to be close to her family. Her most cherished role is being “Aunt Jenny” to 8 nieces and nephews. She will happily provide stories and updates if you ask! Jenny is an adventurer at heart and loves to meet new people and explore new places. She was most impacted visiting a refugee camp in Greece, and she loves to solo travel the world. She is happiest hiking in the mountains and swimming in the ocean. Jenny had the opportunity to be a kayak guide in Alaska this summer, and she is coming to us with a lot of knowledge about the salmon lifecycle, various flora and fauna of the Inside Passage, and a passion for bald eagles, whales, and sea otters. Jenny is also an avid Latin dancer and loves to spend her free time dancing Salsa, Bachata, and Brazilian Zouk.

Current Openings & Announcement

[Learning and Development Systems Manager](#) with DHW Closes 10/15/2023 - #2888

[HR Unit Supervisor](#) with IDOC Closes 10/19/2023 - #2980

We have an additional Human Resource Unit Supervisor vacancy at the Department of Health and Welfare in the Boise Area. If you are interested in the position, you need to apply through the current opening (#2980) found above AND email Jessica Garrison at jessica.garrison@dhw.idaho.gov to express interest. The position closes the 19th!

United We Care Campaign Update

This is a friendly reminder to place your votes for the two photo contests currently taking place for the United We Care Campaign. Choose your favorite of the adorable pets we have on the [DHR SharePoint site](#) or choose from some beautiful photos of the great state of Idaho on the [United We Care site](#). You can vote by making a \$5 donation found on the photo pages. If you have any questions, please reach out to Brennan Serrano at brennan.serrano@dhr.idaho.gov.

Reminder on Performance Evaluations

This is a friendly reminder to complete performance evaluations as well as completing self-evaluations and submitting your yearly accomplishments. Employees should be evaluated on an annual basis with an end date of October 31st each year. Supervisors must complete the evaluation process by November 30th of each year unless an exception is granted.



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October Cybersecurity Reminder

We are reaching out to provide a **final update** on [Idaho's 2023 October Awareness Cybersecurity Training campaign](#). Please see the details below:

- All employees will be enrolled in training in the Luma system on **Monday, October 16, 2023**, and completion will be due by **Monday, November 13, 2023**. The title of the training is "**2023 Danger Zone (Social Engineering)**," and will take approximately 5 minutes to complete.
- All employees will receive an enrollment notification email from Luma when the training is available. Once you receive your enrollment notification, you can take the training in Luma. **The attached Quick Reference Guide (QRG) will provide instructions for launching the module after enrollment.**
 - *Please note that you will not be able to search, view, or launch the training module until after your enrollment on October 16. If you do not receive an enrollment email from the Luma system by October 18, please contact your agency's HR Team or email cybertraining@dhr.idaho.gov for assistance.*
 - *Use Google Chrome or Microsoft Edge to access training in Luma.*

Be on the lookout for an email notification of your enrollment in "**2023 Danger Zone (Social Engineering)**" on Monday, October 16, and then follow the instructions in the [Activity Enrollment QRG](#) to access the module.