# IBC HR Operations Division Process Updates

## Updated HR Ops Processes Effective March 1

IBC’s HR Operations Division has updated their business processes to better support our hybrid workforce. The following processes, previously implemented on an interim basis, will become permanent effective March 1, 2022.

### **Meetings by Appointment Only**

Please coordinate directly with the [HR staff member](https://ibc.doi.gov/HRD/hr-services-contacts) you need to meet with to set up an appointment and determine best time and venue (i.e., virtual or onsite) for the meeting. Please note that HR staff members will no longer be available for ad hoc onsite meetings.

### **Virtual New Hire In-Processing Session**

The biweekly new hire in-processing will be conducted virtually to ensure consistent quality and positive experience for all new hires regardless of their duty location or organizational assignment.

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