

My Link- WCDA Intranet
Wyoming Community Development Authority
Management Innovation: Human Resources

HFA Staff Contact

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Wyoming Community Development Authority
“WCDA Intranet – My Link”
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About My Link

Wyoming Community Development Authority (WCDA) put a whole new spin on intranets everywhere. WCDA’s new intranet, otherwise known as “My Link,” is a place where employees go for all the latest happenings going on in the company. Showcasing the team-based company culture was an important element that went into building My Link. Statistics show employees tend to be more productive when they enjoy their work environment. WCDA made a positive culture by creating a dedicated, hard-working team that is clearly highlighted in the intranet. My Link is WCDA’s central hub that represents the company branding, delivers collaborations tools, and displays the tools needed in a single view.

From downloadable documents and company newsletters, to Board of Director information and weather updates, My Link is ground zero for all information needed. If staff wants to post their children’s fundraisers, or a piece of furniture they are selling... or maybe they got a new puppy they want to show off, the “classifieds” page is dedicated to just that.

In an effort to reduce company-wide emails, employees can find live updates regarding any and all significant information. Scrolling down to the “bonus” page, bonus program barometers have been added to show if company goals have been fulfilled. Wanting to step away from the same basic components and structures of the usual intranet, incorporating company branding and custom workflows has helped fabricate a focus towards a positive company culture, replacing cluttered emails, internal support, and so much more.

WCDA worked hard to make My Link as easy to navigate as possible. WCDA has received vast amounts of positive employee feedback. The new and exciting intranet is a fun way to receive the most current information available.

Innovative

WCDA’s new intranet, My Link, features easy navigation, current resources available to employees, and represents modern web technology. Wordpress makes navigation simple in the backend portion of the intranet as well as the forefront. Oversight of this platform lies in the hands of the Business Development and Marketing Manager along with the help of the Administrative Officer and Director of Human Resources. This makes it easy for management to broadcast information in a timely manner.

Technology is used to change, society demands it. It is vital for My Link to stay a step ahead with regular updates and fresh features in order to remain relevant. Brand consistency was incorporated in the production of My Link to maintain a consistent company design. Keeping employees engaged is essential to remain a high level of productiveness. After design and redesigns, WCDA was able to construct an all-inclusive intranet.

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Replicable

The idea of “My Link” can not only be replicated but also changed to fit each company’s own taste. Depending on budget, this project can be done with any external or internal help. A bulletin board is helpful for staff to be able to post items of interest, a personalized greeting when the employee first logs on, and all documents needed by staff.

Management Opportunity

The opportunity that sprouted from management during the creation process of the intranet was unbelievable. The brilliant ideas were able to jump off the page and come to life in the formation of this process. It was a balancing act that was successfully achieved trying to keep sight of the core goals and make My Link an exciting platform for employees to enjoy every day.

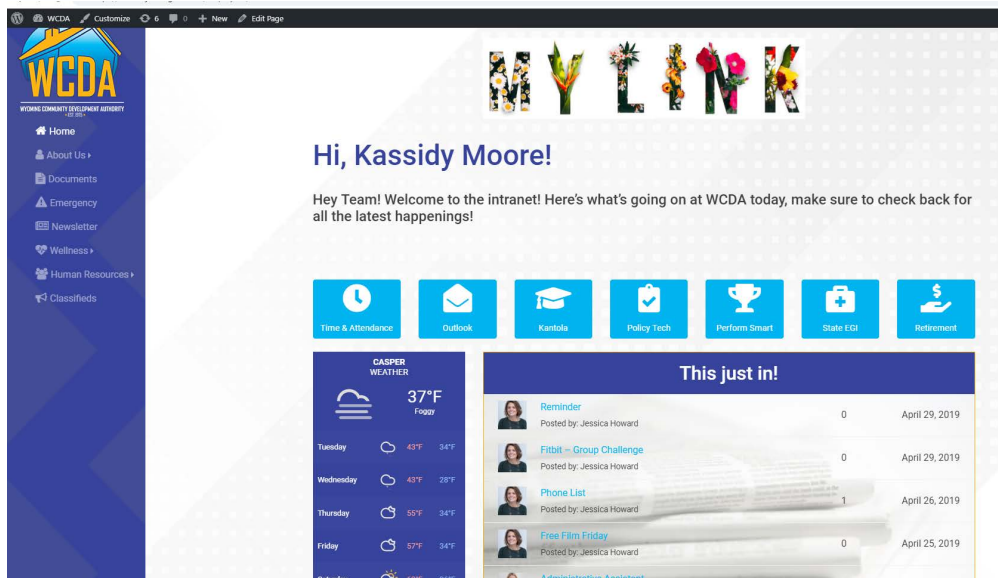
Results, Benefits, & Use of Resources

The feedback given about the new intranet has been outstanding. Staff is thoroughly enjoying the modernness and zest of this new platform. The benefits of My Link are impressive. Not only do you get real-time updates, but also the joy of staying up-to-date in a fun and inspiring fashion.

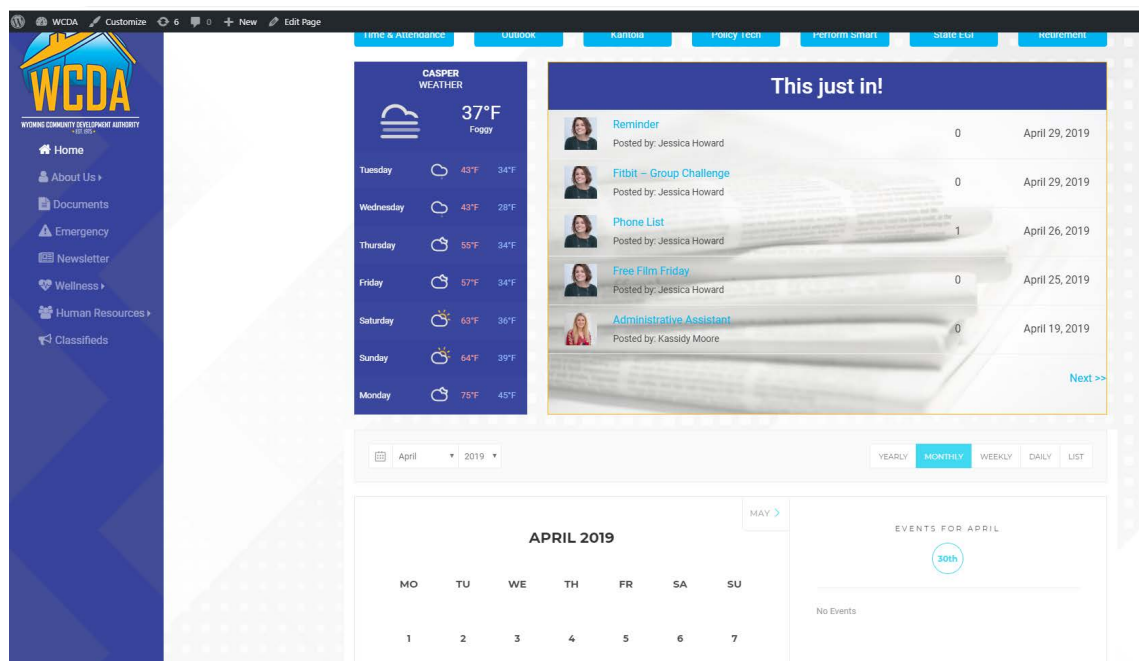
WCDA was able to take advantage of their outside advertising firm and team up to build the ultimate intranet. They helped make delivering company-wide information convenient and create a sense of community that stayed in budget and assisted in making WCDA’s vision come to life.

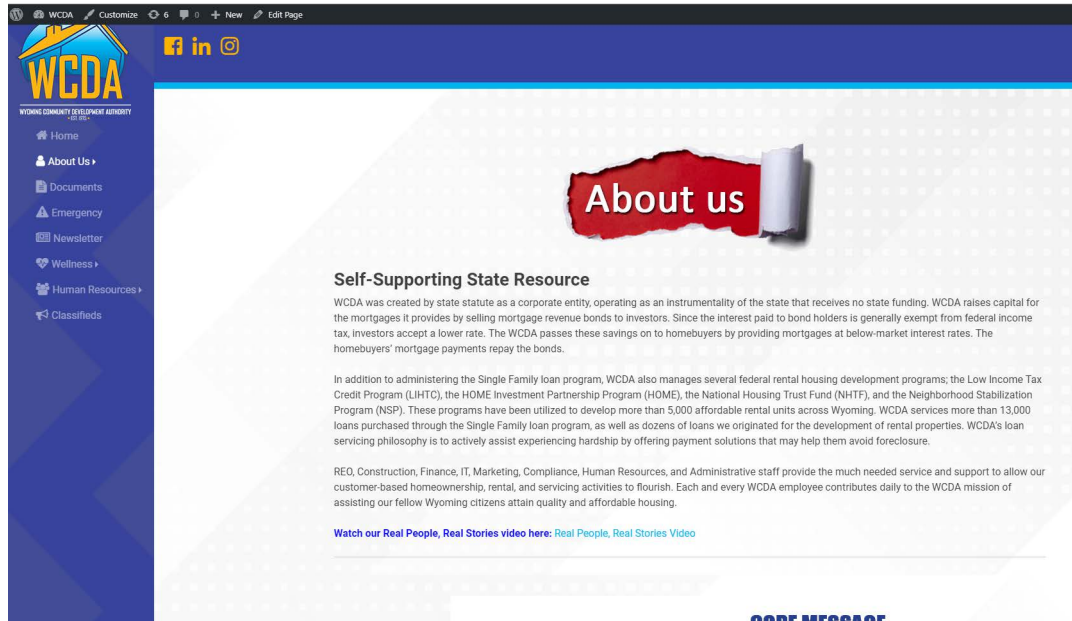
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Visual Aids



My Link
Homepage

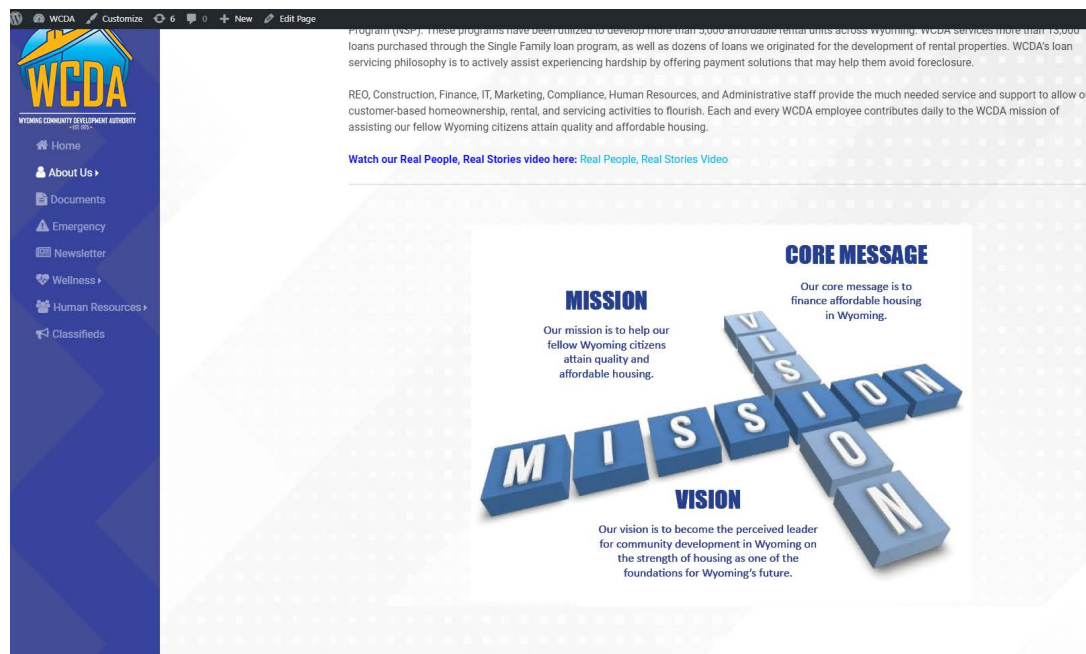


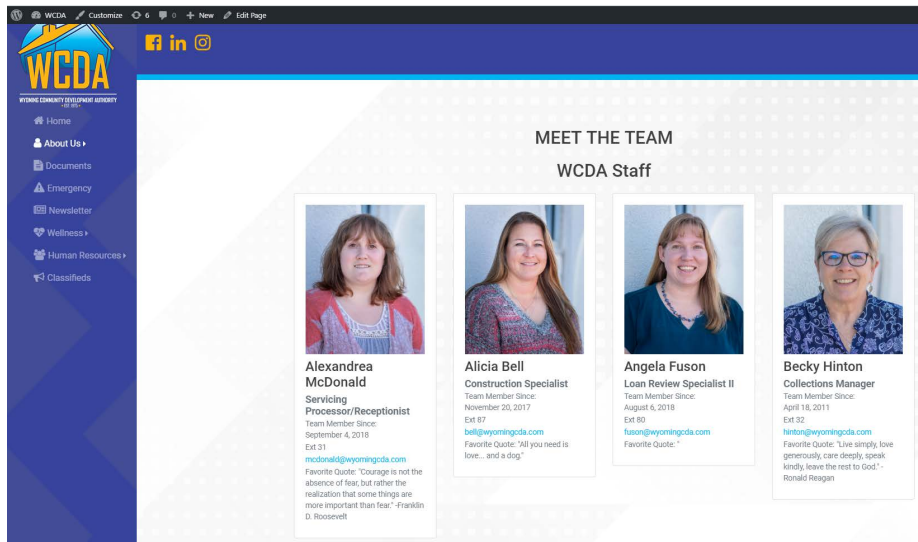


About Us

CORE MESSAGE

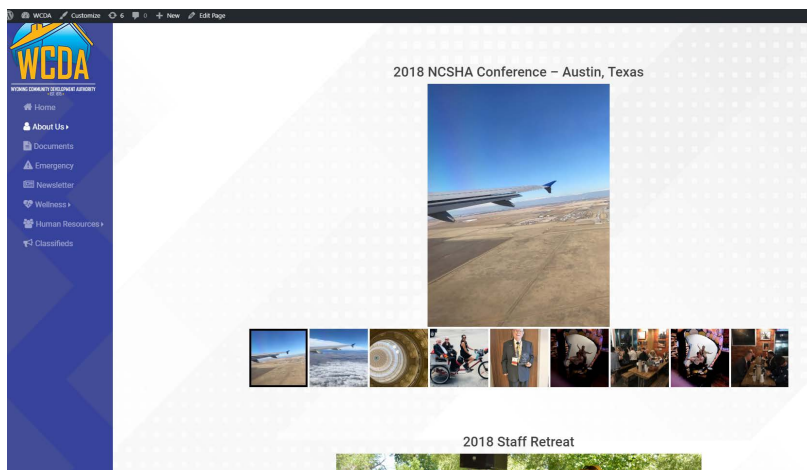
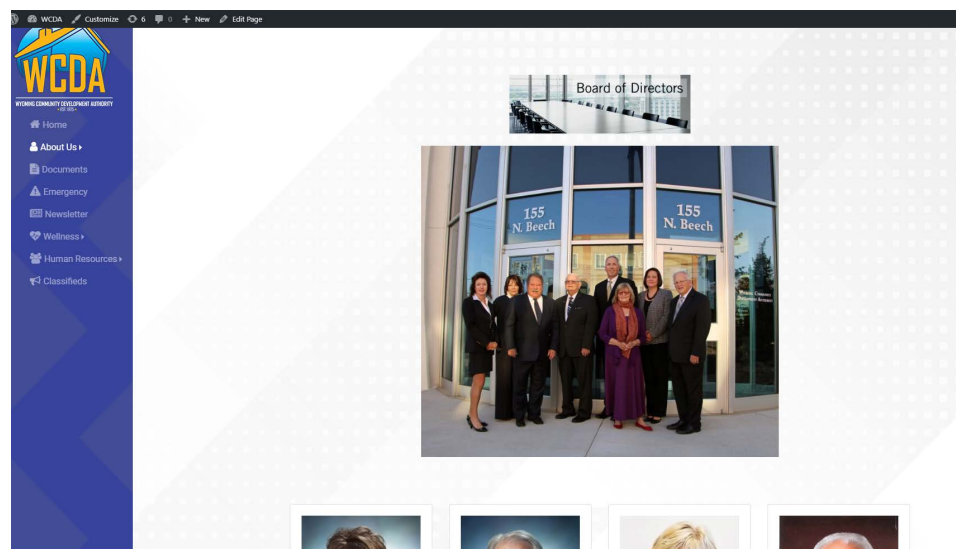
Our Mission, Vision, & Values





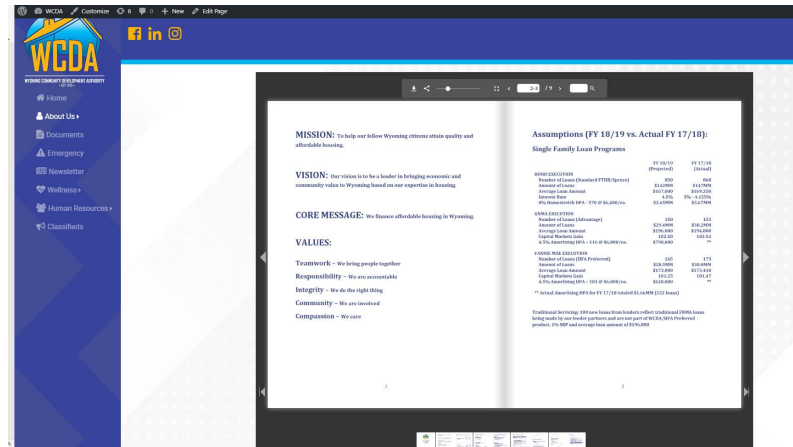
Our Team

Our Board

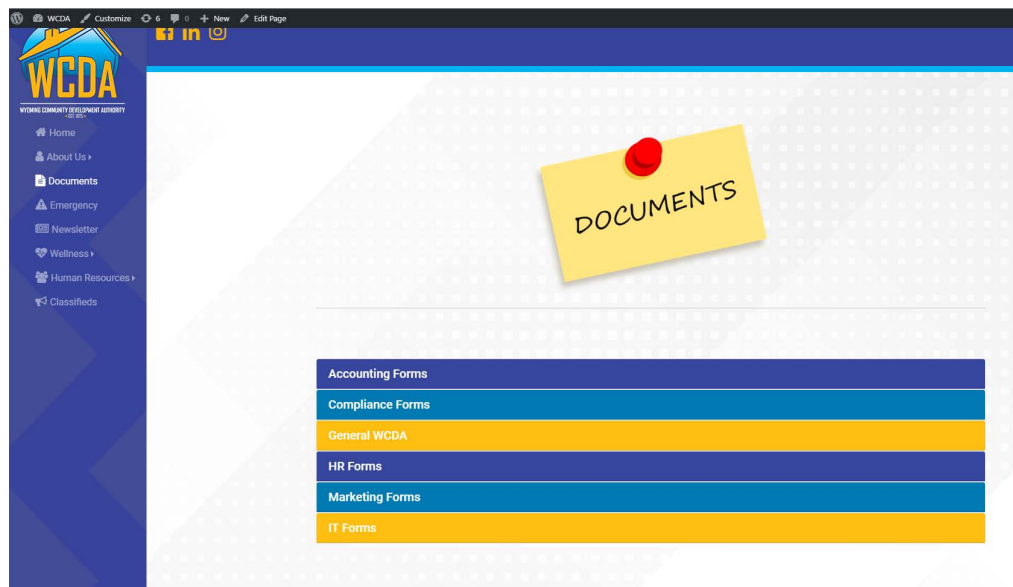


Our Photos

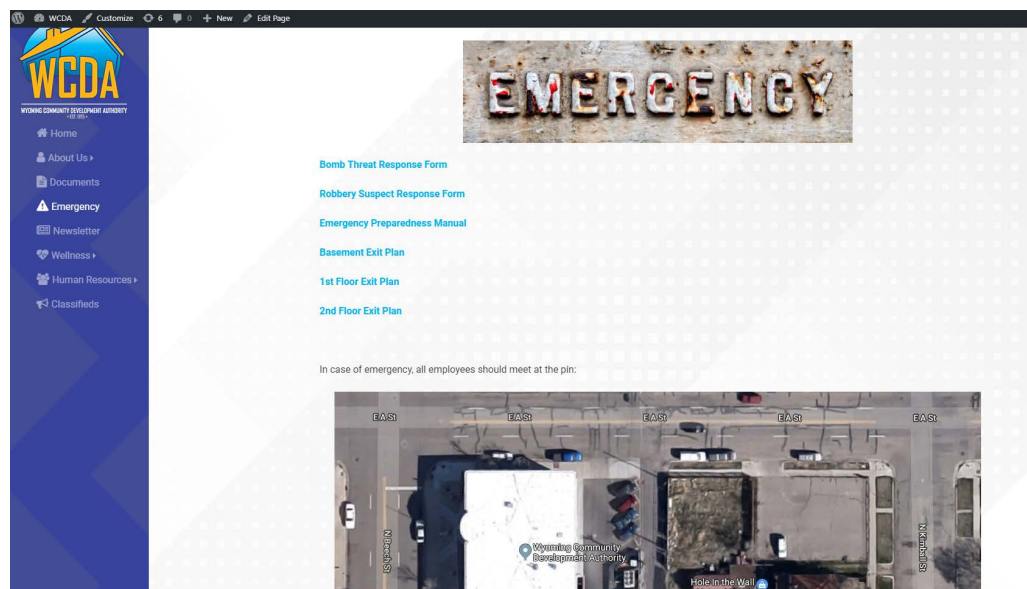
Our Strategic Plan



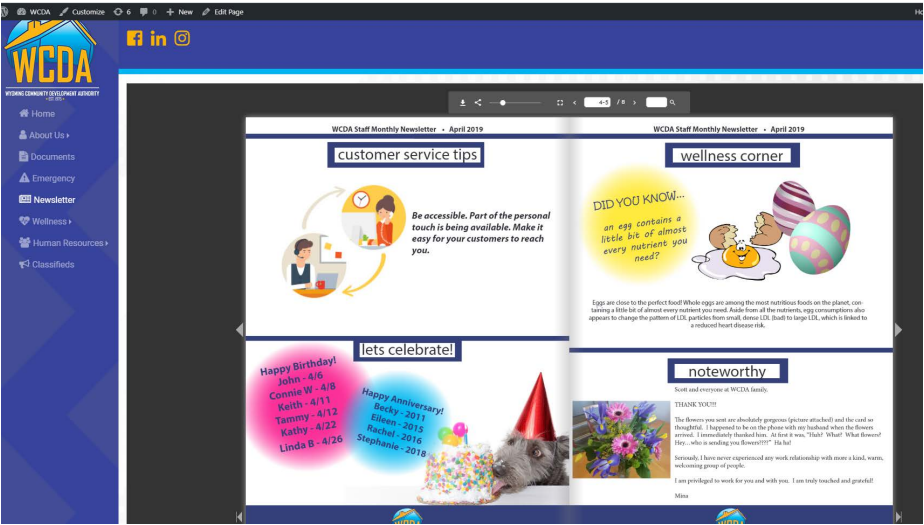
Documents



Emergency



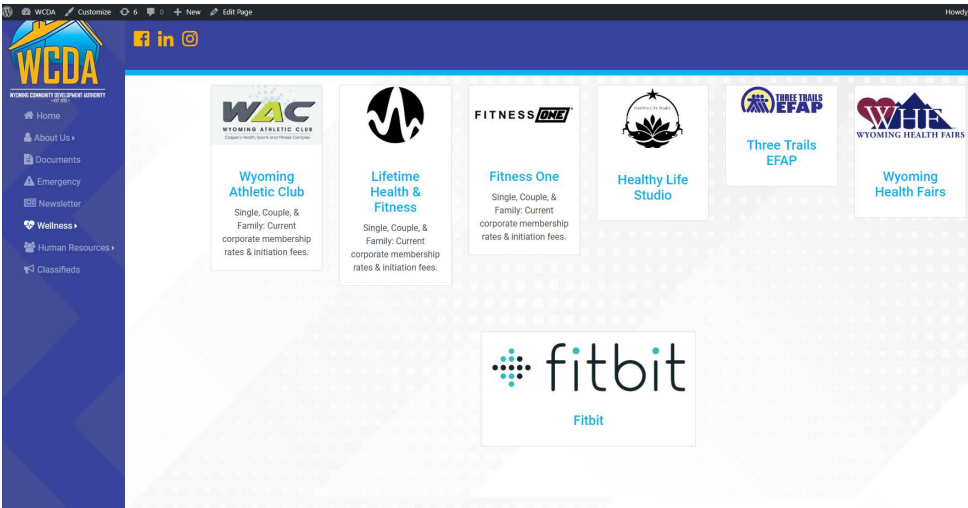
Newsletter



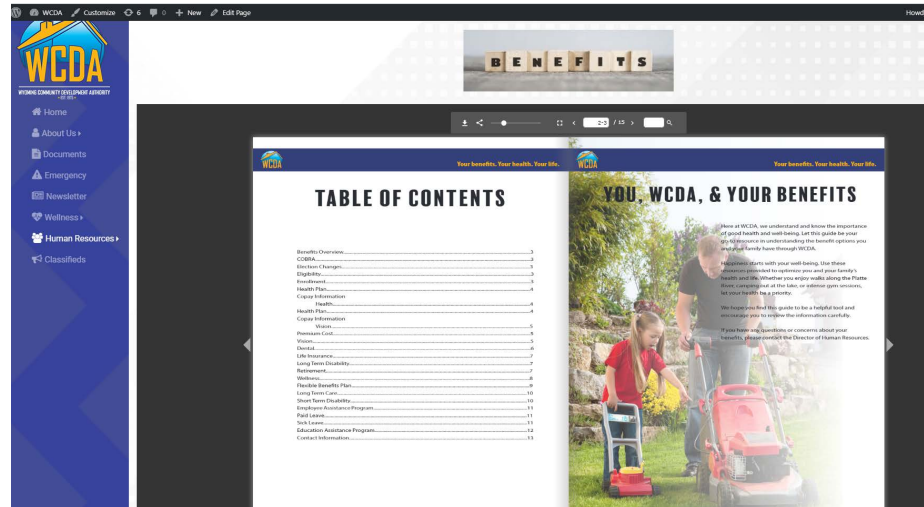
Wellness Program



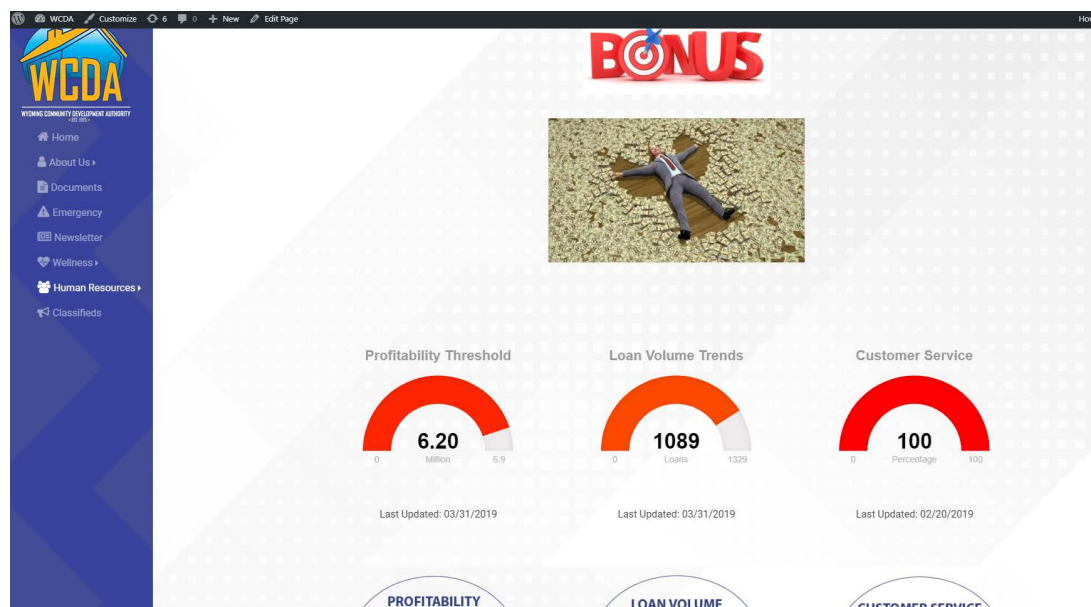
Resources



Benefits



Bonus



Employment

The screenshot shows the WCDA website's 'Employment' page. The sidebar on the left contains navigation links: Home, About Us, Documents, Emergency, Newsletter, Wellness, Human Resources, and Classifieds. The main content area has a 'We're HIRING!' banner with a sub-header 'Your bonus. Your health. Your life.' Below this is a description of the 'Loan Review Specialist II' position and a description of the 'Administrative Assistant' position.

Loan Review Specialist II

Local organization seeks a Loan Review Specialist. The successful candidate must be knowledgeable in mortgage loan processing and packaging of Conventional, FHA, VA, RD and WCDA mortgage loans.

Minimum requirements include a High School Diploma or equivalent with an Associate's or Bachelor's Degree in related field preferred. Minimum 2-3 years relevant work experience is required with mortgage loan processing preferred. Ability to communicate information clearly and concisely, computer proficiency, accuracy and attention to detail are important.

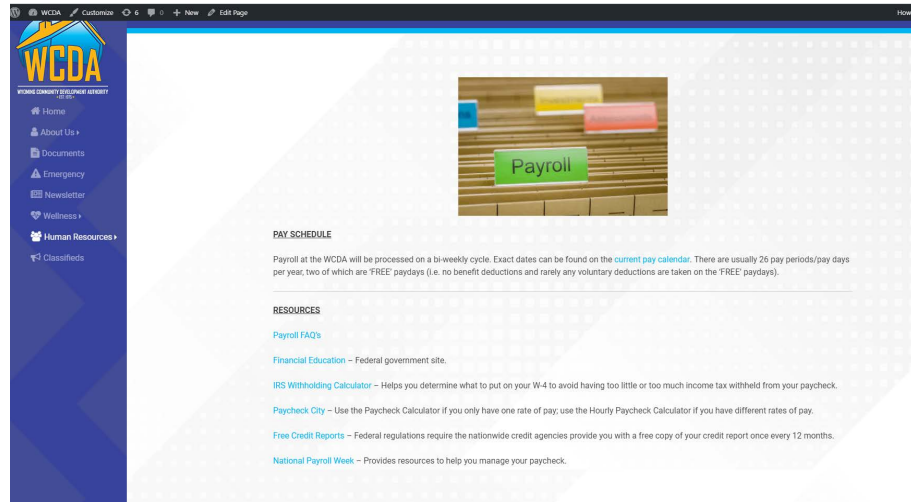
This is a full time position with competitive salary and benefits. Successful completion of credit, background, reference, and drivers checks are required.

This position will remain open until filled. For a complete job description, please see below:

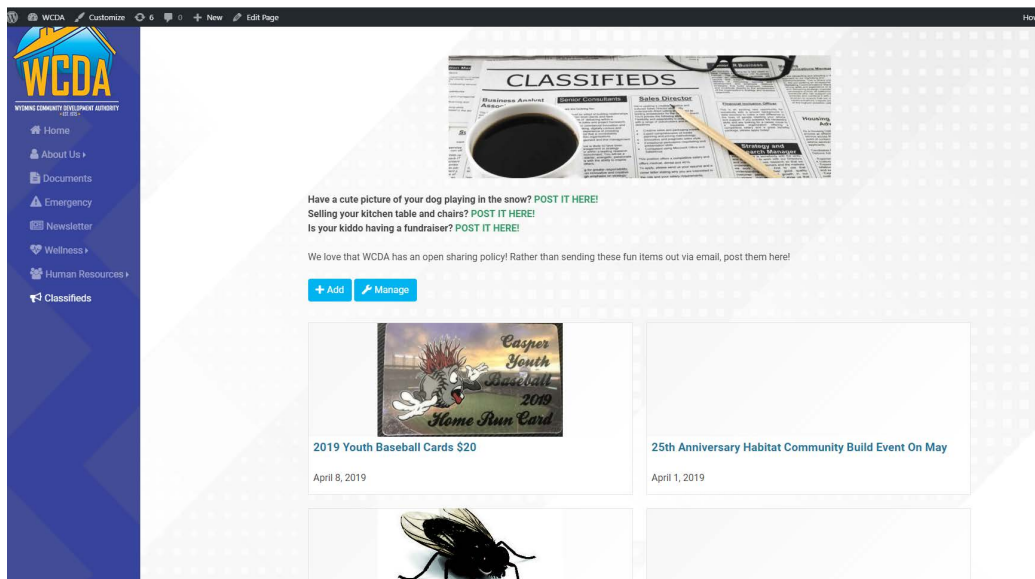
Administrative Assistant

Local organization seeks an Administrative Assistant. Successful candidate must be experienced with multi-line telephone systems and cash handling procedures. Candidate must enjoy working with people and have the ability to provide excellent customer service. Applicants must be able to multi-task, possess working knowledge of MS Word/Excel capabilities, typing skills at 45+ wpm, 10-key accuracy, and ability to work as part of a team.

Payroll



The screenshot shows the WCDA website's Payroll section. The left sidebar contains navigation links: Home, About Us, Documents, Emergency, Newsletter, Wellness, Human Resources, and Classifieds. The main content area features a header image of a wooden box with a green label that says "Payroll". Below this, the "PAY SCHEDULE" section states that payroll is processed on a bi-weekly cycle, with exact dates found on the [current pay calendar](#). It notes there are usually 26 pay periods/pay days per year, with two being "FREE" paydays (no benefit deductions or voluntary deductions). The "RESOURCES" section lists several links: [Payroll FAQs](#), [Financial Education](#) (Federal government site), [IRS Withholding Calculator](#) (to determine W-4 withholding), [Paycheck City](#) (to use the Paycheck Calculator for one rate of pay or the Hourly Paycheck Calculator for different rates), [Free Credit Reports](#) (nationwide credit agencies provide a free copy every 12 months), and [National Payroll Week](#) (resources to manage your paycheck).



The screenshot shows the WCDA website's Classifieds section. The left sidebar is identical to the Payroll page. The main content area features a header image of a newspaper titled "CLASSIFIEDS" with a cup of coffee and a pencil. Below the header, there are three promotional lines: "Have a cute picture of your dog playing in the snow? [POST IT HERE!](#)", "Selling your kitchen table and chairs? [POST IT HERE!](#)", and "Is your kiddo having a fundraiser? [POST IT HERE!](#)". A note states: "We love that WCDA has an open sharing policy! Rather than sending these fun items out via email, post them here!". There are two buttons: "+ Add" and "Manage". Below this, there are two classified listings. The first listing is for "2019 Youth Baseball Cards \$20" with a date of "April 8, 2019" and an image of a baseball card. The second listing is for "25th Anniversary Habitat Community Build Event On May" with a date of "April 1, 2019" and an image of a fly.

Classifieds