

Workforce Planning Listserv Etiquette

Welcome to the Workforce Planning Listserv, a moderated e-mail discussion group to help California's workforce planning professionals share information about workforce planning tools and resources.

The Listserv is open to the public-sector workforce planning community and related workforce planning professionals.

Directions

Messages sent to the Workforce Planning Listserv go to everyone in the group. Please do not distribute commercial messages or advertising. See the guidelines below for additional details.

Please read the detailed instructions for use of the Listserv:

1. **To subscribe** to the Listserv, send your name and email address to wfp@calhr.ca.gov.
2. **To send a message** to the Listserv send e-mail postings to workforceplanning@maillist.calhr.ca.gov.
3. **To reply** to an email,
 - a. **Select "Forward" if you are responding directly to the email's originator** and type their address.
 - b. **Select Reply or Reply all if you intend to reply to everyone** on the Listserv.
4. **All emails must be approved** by the Listserv moderator prior to distribution which may cause a delay in your message going out.

List Etiquette

Use of the Listserv implies that you have read and will comply with the following list etiquette:

- Include a few descriptive words in the "Subject" line of your message so that others can determine if they are interested. This will provide your colleagues with a better understanding of your request.
- **Always include an appropriate signature block with your name, organization, U.S. mail address, phone number and email address. For example:**

James Smith
CA State Library
914 Capitol Mall, Room 800
Sacramento, CA 95814
Phone: (916) 555-3333
James.Smith@dept.ca.gov

- Send a personal reply to the originator, **not** to the entire Listserv, unless the entire Listserv needs to see it.

- Use professional courtesy in sending messages so your messages contribute to a positive experience for all readers and reflect well on you.
- Make postings brief, to the point, related to workforce planning, and without hostility.
- Avoid insults, inflammatory, or derogatory comments directed at others on the Listserv.
- When responding to someone else's post, paraphrase the issues to which you are responding. Do not duplicate the entire original post, especially if the original is long. Follow-up messages with the same subject line will be listed in the same thread on the archive.
- Keep subscribers' mailboxes in mind when you draft a message. Ask yourself, "is this message likely to interest workforce planning subscribers"?
- Avoid postings of the "me too" variety, that is, messages that do not add further substance to the discussion.
- If you have a file to share with others, 1) ask them to request it and you can send it directly to them or, 2) ask your webmaster to post the file on your department's web site and e-mail the URL link to others for easy access.
- **The Listserv is not meant for distributing commercial messages or advertising.** It is understood, however, that it may be appropriate at times in responding to questions or asking for information to include descriptions or information about commercial offerings.

Examples of Messages

- Does anyone know of any good webinars on workforce and succession planning?
- We are looking for a new mentoring program to implement in our department. Any suggestions are welcome.
- Does anyone have any tools or resources for succession planning?

For Assistance

If the information above doesn't help and you need to communicate with a person, please contact Statewide Workforce Planning at wfp@calhr.ca.gov or call us at (916) 322-0742.

Thank you.