1. Multivoting Technique Exercise
   a. Multivoting technique exercise was used to allow the team to quickly come to consensus on the factors contributing to the problem statement and on possible solutions. The team individually brainstormed, then grouped similar ideas together. Individual, anonymous voting was used to determine consensus.
   b. The team generated the following list of factors contributing to the problem statement:
      i. Not enough staff
      ii. Questions and answers (e.g., civil service related)
      iii. Paperwork explanations and corrections
      iv. Communication between Hiring and Staffing and Transactions Units
      v. Out of date processes
      vi. Candidate ill-prepared
   c. Multivoting result: Individual, anonymous voting determined that the team considers “Out of date processes” to be the main reason onboarding appointments take over an hour.
   d. The team generate the following list of possible solutions to reduce onboarding appointment time:
      i. Batch processing
      ii. Add necessary information to the notice of transaction (i.e., DOB, driver’s license, SSN)
      iii. Have candidates complete paperwork on own
   e. Multivoting result: Individual, anonymous voting determined that the team considers “Batch processing” to be the best solution to eliminate out of date processes and reduce onboarding appointment time.