

# theResource

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## Happy New Year!

Happy New Year! My HR colleagues and I hope you all had a wonderful Winter Break and you're looking forward to an eventful semester.

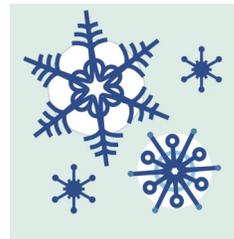
We have received wonderful emails from faculty and staff regarding our HR newsletter, *theResource*, and thus will continue with its publication.

We have launched our new Online Orientation Program effective January 10, 2011, for newly benefited employees and will follow it up with a similar online system for faculty in the very near future.

Also on the excitement meter is our new online eLearning system, ***Building a Better U***, which will be available early spring. Right on its heels will be the introduction of our new online Performance Management System through our ongoing relationship with

PeopleAdmin. We presently use PeopleAdmin for our applicant tracking system, in addition to their online job description system. Stay tuned for release dates.

Other initiatives such as our "Get Hired Program" for Casual Labor employees will



have a great impact for succession planning in the future. Of special note, we had approximately 320 employees attend our six Policy and Procedure seminars during the months of October, November and December. We will continue presenting these

P&P seminars in the future once the President's Cabinet approves additional policies. Having introduced our new United Health Vision program in January, I am happy to report that we had over 600 employees enroll in the program. We will be re-evaluating our present Met Life Dental program to determine if we want to keep our present relationship with Met Life or change to a different vendor for 2012.

Your HR team and I are eager to continue to present change, improve efficiency and provide the best customer service possible.

Best Wishes,  
Paul Michaud

## Building a Better U Highlights

Georgia Southern University is proud to move forward by making the new eLearning program, ***Building A Better U***, available to faculty, staff and students. The new eLearning program is currently being tested and will launch this spring!

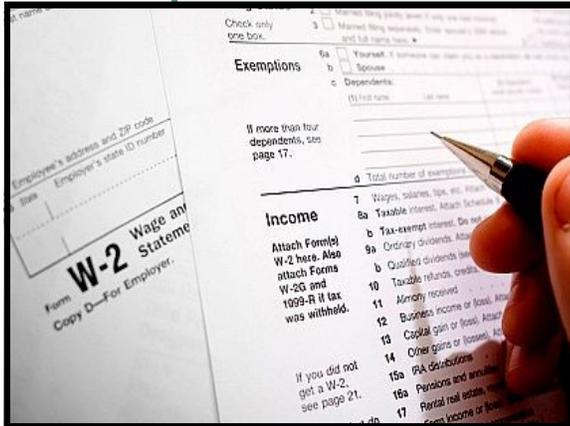
You will be able to choose to attend classes or take classes via the web at your own pace.

We have partnered with SkillSoft Corporation. SkillSoft is web-based training that offers classes in business skills, compliance-related skills, soft skills and technology training.

We are confident these courses will enhance your personal growth while at the same time creating value for the organization.



# Year 2010 W-2 Statements



All individuals employed by Georgia Southern University during 2010 can now access their W-2 form statements on-line, via the ADP Employee Portal. You may do this by accessing the "Pay & Taxes" tab, using the "Annual Statements" option.

Hard copy W-2 statements will also be mailed to the employee's physical address on file in ADP.

## New Employee Online Orientation

New Employee Orientation/On-boarding for benefited staff will now be hosted online. Effective January 10, 2011, this new online program replaced the Monday morning face-to-face orientation sessions. The online orientation site is now located on the right-hand side of the Human Resources website at: <http://jobs.georgiasouthern.edu/>.



Instead of new benefit-eligible staff employees reporting to Human Resources for orientation, employees will now be able to access the new online process prior to/or on their first day of employment. Please encourage new benefited staff employees to complete the online orientation prior to reporting to work, and if not possible, they can use a departmental computer on Monday, their first day of scheduled work. Future Human Resource offer letters now include the link to the online orientation program.

New benefited staff employees will be required to complete all employment and benefits-related paperwork for payroll processing via the online process. Once an individual has completed the appropriate paperwork available online, the person must come by the Human Resources office for in-processing for payroll purposes and other required certification of employment. New benefited staff employees must attend the on-boarding/in-processing session on Tuesday of the first week they start work, which is now scheduled between 1:00 - 2:00 p.m. in the Human Resources Training Room.

The next phase of our new online orientation will be specific to faculty, and the third phase will consist of an online orientation for casual labor employees.

The current on-boarding process and sessions will continue for casual labor and students on Tuesdays from 8:00 - 10:00 a.m. and 4:00 - 5:00 p.m., and on Wednesdays from 2:00 - 5:00 p.m. in the Human Resources Training Room.

*New benefited staff employees **must** attend the on-boarding/in-processing session on Tuesdays between 1:00 - 2:00 p.m. in the Human Resources Training Room.*



### Hiring Managers:

**Please ensure your new benefited staff employees complete their employment paperwork prior to attending the HR on-boarding session.**

# Online Performance Evaluations

The Georgia Southern University Department of Human Resources is pleased to announce the implementation of new electronic performance evaluation forms through PeopleAdmin. Effective March 1, 2011, all Georgia Southern University performance evaluations will be completed

using the new on-line performance evaluation system. This cooperative venture promises to streamline internal processes for evaluating and providing improved feedback to employees during their provisional and/or annual evaluation period.

We ask that you hold off on completing the performance evaluation forms until further communication is sent out from Human Resources indicating the new electronic forms are ready.



*Effective March 1, 2011, all Georgia Southern University performance evaluations will be completed using the new on-line performance evaluation system.*

## Professional Development Requests

The new electronic evaluation forms will include an area for submitting professional development courses, workshops, and training.

Organization, Development and Learning currently enters all training courses conducted through Human Resources in a learning management database and provides this information to supervisors during the performance evaluation period. If you have attended courses outside of Human Resources, please feel free to submit the courses/trainings/workshops you have attended in 2010 to Stephanie Scott and they will be added to the database.

When employees or managers need access to a training transcript, they can contact Stephanie Scott at 478-7120 or [smscott@georgiasouthern.edu](mailto:smscott@georgiasouthern.edu).

## Business Object Reporting Workshops

The Controller's Office will be offering Business Object Reporting Workshops in March and April.

Participants will learn how to access and navigate within Business Objects. They will also learn how to run, print and export the following financial reports: Departmental Expense History, Departmental Expense Summary, Departmental Revenue History, and Departmental Revenue Summary.

Workshops will be offered from 8:30-9:30 am in the HR Training Room on the following dates:

- March 14, 2011
- March 28, 2011
- April 11, 2011

Participants can register on the Training Website at <https://training.georgiasouthern.edu/courses/default.aspx>.



# Get Hired ~ Enhancing the Talent in You!



The Get Hired Initiative is our response to the changes with the Casual Labor Policy which affects hundreds of current temporary employees on campus.

Our goal is to provide various training workshops which will aid

temporary employees as they compete in this competitive job market.

HR will offer workshops in the following areas:

- Computer Skills & Application Completion
- Winning Resumes & Cover Letters
- Interview Skills
- Professional Job Skills
- Customer Service

Employees who complete all of the sessions will receive a program certificate of completion.

Workshop offerings will begin at the end of January. To register for a workshop or find more information, please go to the training website at: <https://training.georgiasouthern.edu/courses/default.aspx>

*“The Get Hired Campaign is an innovative and timely response to the Board of Regents policy change affecting casual labor employees. The goal of this campaign is to provide knowledge and resources to casual labor employees so they can effectively compete in today’s job market.”*

*Demetrius Bynes*  
Assistant Director of  
Employment

## Get Hired ~ Workshop Descriptions

**Unleashing the Power of Technology in Employment:** Participants will be provided with imperative information necessary to complete a successful job application: Grammar; Listing Qualifications; Language to Avoid; Hints for providing optimistic reasons for leaving previous employment etc.

**Keys to composing a successful and powerful Resume:** Participants will be provided with essential tools for selling themselves on paper through development of a professional resumes that reflects

skills, knowledge and education relevant to the desired.

**How to Nail an Interview: Tips on becoming the top candidate** Participants will receive tips on selling themselves in a face to face interview, to increase their chance of becoming the top candidate.

**Making a Winning Impression: Professional Etiquette** This program will focus on essential skills needed to distinguish yourself and make a positive impression. Participants will learn the essentials of professional etiquette:

- First impressions
- Eye contact
- Introductions
- Handshakes
- Lasting impressions

**Art of Exceptional Customer Service** The Art of Exceptional Customer Service is a fast paced and informative program designed to help participants enhance their current customer service skills. Participants will learn real world techniques and simple strategies that will not only help the customer, but will also make them more successful in their job roles.

## Proper Lifting Technique Workshop

Many Workers' Compensation claims the past year have resulted from lifting accidents. Therefore, we have invited the Georgia Department of Administrative Services (DOAS) to conduct two 'proper lifting' training workshops here at Georgia Southern on Thursday, February 3.

Session I: 9:00am - 10:00am  
 Session II: 10:30am—11:30am  
 Continuing Education, Room 2911  
 Registration:  
 Participants can register on the Training Website at <https://training.georgiasouthern.edu/courses/default.aspx>





Thank you for all of your feedback and comments on the Eagle Perks Program. Within the next few weeks an Eagle Perk directory will be developed, which will make it easier for each of you to locate the Eagle Perk vendors.

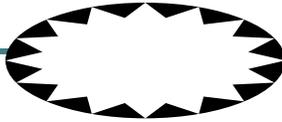
For a complete listing of all the Eagle Perk Vendors, please visit the Human Resources website.



**Eagle perks is now on Facebook!**  
Search "Georgia Southern Eagle Perks" on Facebook to locate the page. You do not have an account to see the details.

## 2011 TRUE BLUE New Years Resolution:

Continue to show your  
Georgia Southern University  
pride by wearing blue every Friday.



# Holiday Calendar

Visit the Human Resources website at  
<http://jobs.georgiasouthern.edu/> for a copy of  
the updated 2011 Holiday Calendar.

