

theResource

Volume 1, Issue 15, March 2013

Follow this and additional works at: <http://digitalcommons.georgiasouthern.edu/theresource>



Part of the [Higher Education Commons](#), and the [Human Resources Management Commons](#)

Recommended Citation

"theResource" (2013). *theResource*. 13.

<http://digitalcommons.georgiasouthern.edu/theresource/13>

This newsletter is brought to you for free and open access by the Office of Human Resources at Digital Commons@Georgia Southern. It has been accepted for inclusion in theResource by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.



**GEORGIA
SOUTHERN
UNIVERSITY**

INSIDE
THIS ISSUE:

Suggestions for Hiring Managers	2
Eagle Temps Staffing Solutions	2
Managing Different Generations Training	3
Path2College 529 Plan Seminar	3
Medical Leave Assistance Program	3
TAP	3
Tale of a Job Description	4
Our Retirees	5
Upcoming Training Sessions	5-6
New Eagle Perks Vendors	7

theResource

VOLUME 1, ISSUE 15

MARCH 2013

From the CHRO's Nest:

Spring is in the air...I hope!

The performance evaluation period is coming to an end effective April 30 and to date we have only received a very small number of completed evaluations. It is so very important that you take the time to communicate with your employees, to praise their past work and successes, and assist them where they may need some assistance in meeting your expectations. This is the third year that we have utilized the online PeopleAdmin system to evaluate staff so most of you should be quite familiar with the process. Temporary employees need not be evaluated, but if time permits, there is great value to the temporary employee in

discussing their past performance. This process will only help them when and if they seek a permanent, benefited position.

The Student Employment Summer Job Fair was a great success!! On Tuesday, March 26, the Russell Union Ballroom was buzzing with 30 departments interviewing students for summer jobs. Our summer enrollment figures were down a bit from previous years, probably due to economic reasons, and our goal was for students to obtain gainful employment before semester end and to enroll in summer classes. We had 407 students officially register before entering the ballroom and another 15 non-ID swipes for a total

of 422 students. The students were ready to interview with resumes in hand and dressed very professionally for the occasion. Many were hired on the spot with others to be hired in the next week or two. The Fair was such a success that we are planning on having such an event every spring semester in the future. Thank you all who participated.

We are all looking forward to the arrival of our new Vice President for Business and Finance, Mr. Rob Whitaker on May !!

Paul Michaud

Associate Vice President for
Human Resources

Facts About Hiring Student Employees

- ◆ All student positions are posted for a minimum of three (3) calendar days. The hiring manager may ask that the position be posted for a longer period if needed.
- ◆ Work-study positions will not be posted for recruitment until Ellen Seel, Assistant Director of Financial Aid, verifies that all students have been awarded and allocations have been awarded to hiring managers.
- ◆ Hiring managers are encouraged to formally interview students for any open search. This allows the student to gain interviewing experience which will aid the student when they are interviewing for full-time employment after graduation.
- ◆ Once hired, the hiring manager must submit the hiring proposal and ensure the student successfully completes the on-boarding process prior to established deadlines or there will be delays in getting the student entered into ADP and paid.
- ◆ Hiring managers are encouraged to set expectations for all student positions and ensure new employees are made aware of them upon hire.

For additional information, contact Kyle Herman at 478-7158.

Earlier this month, the President's Cabinet approved the following revised and new policies:

- 2030 Background Investigations
- 2130 Nepotism
- 2320 Holidays
- 2110 Provisional Period
- 2152 Recruiting and Hiring Benefited Staff
- 2576 Non-Retaliation
- 3093 Emergency / Inclement Weather Closing

All of these policies are located on the Human Resources Policy page at <http://jobs.georgiasouthern.edu/facultystaff/policies>.

Policy and Procedure Overview sessions will be offered within the next few months.

Contact Paul Michaud or Ale Kennedy if you have any questions.

Why are certain SUGGESTIONS for recruitment made to hiring managers?

In the recruitment process, hiring managers should make the most prudent choices possible, from the interview selection/screening process to recommending a candidate for hire. The selection must be based on the minimum requirements, including education, training, and experience that are outlined in the job description. The end result should be the best hire for the position.

A simple and thorough recruitment process includes:

- Screening applicants based on the evidence of the applicant's ability to perform essential functions of the job with or without reasonable accommodations
- Selecting three or more of the top applicants in the pool for interview
- Beginning the interview process after the application deadline
- Dispensing of any preferential treatment using fair practices in the interview process by posing standardized interview questions in a standardized process (each applicant given the opportunity to undergo a fair and equitable interview process)
- Conducting reference checks on each of the selected interviewees, whether before or after the interview (except in cases during the course of the interview process, the applicant proves not a good fit for the position)

Hiring managers should wisely choose to collect as much information about each of the applicants selected for interview. That is why reference checks, by phone or other electronic medium, including skype, or in person are strongly encouraged. A telephone reference check might be a critical or deciding factor in choosing the ideal candidate for the position.

If you have any questions, please contact Nancy Whitfield at nwhitfie@georgiasouthern.edu or 478-0628.

eagletemps immediate staffing solutions



Have a vacancy? Special project? Need some help?

Let us help by finding your next temporary employee through Eagle Temps. The Eagle Temps process can be utilized for a variety of reasons including for employees

on medical leave, special projects, seasonal peaks or a new identified temporary need.

Simply complete the Temporary Job Posting Form and select the Eagle Temps option. Human Resources will provide the hiring manager with top candidates from our temporary staffing pool. The hiring manager will meet the recommended candidates and make the final decision on which candidate will be offered the position. It's just that simple. Let us meet your immediate staffing needs.

For additional information, contact Jamie Thomas at jethomas@georgiasouthern.edu or 478-0520.

Managing Different Generations

All student hiring managers are encouraged to register for the Managing Different Generations training session offered by the Student Employment Center during Student Employment Week. The session is on April 12, 2012 from 9 AM to 10:30 AM at the Nessmith Lane Building.

To register, please visit training.georgiasouthern.edu.

Path2College 529 Plan Seminar

College will be here for your loved one before you know it? Are you ready?

Georgia Southern University is pleased to announce an informational seminar on the importance of saving for college sponsored by the Path2College 529 Plan.

Join us on Thursday, April 25, 2013, from 1:00 – 3:00 p.m. at the Russell Union, room 2052 as a representative from the Path2College 529 Plan, Georgia's Section 529 college savings plan provides detailed information on financial aid, saving for college, and how you can get your 2012 state income tax deduction!

This will be a fun, interactive session with door prizes that you won't want to miss! The session isn't just for parents; you'll learn how grandparents, godparents and others can help a loved one save for college AND get a tax deduction! The Path2College 529 Plan is a valuable way to help you with one of the greatest financial challenges you will face—saving for college. You can better prepare for the rising costs of higher education by contributing to a Path2College 529 Plan account. To sign up, visit training.georgiasouthern.edu.

Medical Leave Assistance Program

The Medical Leave Assistance Program spring enrollment is April 1, 2013, through May 3, 2013. If you would like to join, please complete the Medical Leave Assistance Program Membership form on our website and return to Human Resources by May 3, 2013. The opportunity to enroll again will not be available until October, 2013.

The Medical Leave Assistance Program allows a plan member to donate accrued sick and/or annual leave to a pool, or directly to another plan member who is unable to work due to a serious illness for an extended period of time and has exhausted all of his/her leave.



In order to be eligible for membership in the Medical Leave Assistance Program, a benefited employee must have at least 176 hours (combined annual and/or sick leave) and donate a minimum of sixteen (16) hours of annual and/or sick leave. After enrolling, an additional contribution of eight (8) hours per calendar year may be taken out annually in December to maintain membership status and to protect available hours in the pool for potential requests in the future.

For questions, contact Samantha Melton at smelton@georgiasouthern.edu or Paul Michaud at pmichaud@georgiasouthern.edu.

Tuition Assistance Program (TAP)

A friendly reminder that the TAP Deadline for Summer Semester will be April 15th. This application deadline must be met since employees participating in TAP can register for summer courses at 8:30 a.m. on April 24. Please send all Professional/Staff TAP applications to Jo Britt at P.O. Box 8104. All Faculty TAP applications should be submitted to Lavada Sykora, P.O. Box 8022.

TAP will waive tuition for employees enrolled in classes at USG institutions. This program waives the cost of up to nine (9) credit hours per semester. (This covers tuition & fees, not books or course materials). Per the Board Policy, TAP participants may enroll in distance learning and web-based courses offered by the University System of Georgia. If these tuition costs are greater than the normal tuition, the employee will be responsible for paying the remainder of the tuition costs.

This program is available to full-time benefits-eligible employees who have been employed by the University for a minimum of six months prior to the TAP application deadline.

To review the complete Tuition Assistance Program (TAP) please refer to the Board of Regents website http://www.usg.edu/hr/benefits/tuition_assistance_program_policy.



The Student Employment Center would like to thank the following departments for attending the Summer Employment Job Fair on Tuesday, March 26, 2013:

- Academic Success Center
- Accountancy
- Admissions
- Annual Giving
- Athletics
- Biology
- Center for Online Learning
- Center for Wildlife Education
- Civil Engineering
- Chemistry
- College of Education Student Success Center
- Dean of Students
- Electrical Engineering
- Facilities Services
- First Year Experience
- Health and Kinesiology
- Henderson Library
- Multicultural Student Center
- Museum
- Parking and Transportation
- Registrar
- Student Activities
- Student Affairs and Enrollment Management Technical Support
- Student-Athlete Services
- Student Leadership and Civic Engagement
- Technical Services
- University Advancement
- University Housing
- University Store

A Tale of a Job Description

It was Karol's first day of work and as she walked in to her new place of employment, feelings of nervous excitement washed over her. Her new boss greeted her at the door, gave her the office tour, and introduced her to her new coworkers. Then she was ushered to her new desk where she would be given time to settle and then begin her work. She was the department's new Administrative Coordinator – offered the position based on her skills and prior experience in administrative type work for other companies. Once settled, she awaited her first task. She knew the basic description of her new position, but was not sure where to begin. After about a month in the office, Karol realized that the position for which she applied was not exactly what she had been expecting; that the tasks assigned were quite different than described on the advertisement, and that there was no feedback on completed tasks. When she asked her supervisor to help her understand what she was supposed to be doing, he told her, 'you're doing a great job – keep up the good work!' However, her first evaluation was filled with 'needs improvement' and no explanations on what to improve. Karol soon became frustrated and resigned to work for another company.

Although inspired in part by a true incident, the preceding story is fictional and does not depict any actual person or event.

...however, this is a great example of how things often go wrong between an employee and supervisor. In this case, a job description would have been a great asset in helping Karol to understand her role in the office, as well as a helpful tool for her supervisor to use to help her understand his expectations. Job descriptions are written summaries that describe the position; outline the duties and responsibilities, required qualifications, knowledge, skills, and abilities required to perform the duties of the position; and the reporting relationship. Job descriptions should clearly identify and spell out the responsibilities of a specific position, and should also include information about the working conditions of certain positions, tools and equipment used, specific skills or education required, and relationships to other positions.

But why are accurate job descriptions such an essential part of hiring and managing employees? The most important reason is to ensure that applicants and employees understand their role, their purpose, and what is to be expected. Clearly outlined job descriptions allow a company, or a supervisor, to express expectations of a position, thus providing an employee in that position full knowledge of the position's intent. They serve as written documentation for performance evaluations, as well; in order to best evaluate the performance of an employee in a position, that employee should first fully understand and acknowledge what those expectations are, and if they can, in fact, perform them.

Job descriptions, like resumes, should be updated as responsibilities and expectations change. Instead of limiting employees, they help stretch their experience, grow their skills, and develop their ability to contribute to the organization.

Karol was ready to work, and wanted to know what was expected of her. A simple job description given to her on her first day would have helped her better understand the expectations of her position – especially a position as vaguely titled as 'Administrative Coordinator'; it would have acted as a guide for her evaluation, so she could look back and understand what about her performance needed improvement. In the long run, a job description will also reduce the turnover likely to continue in that department.

Have you and your supervisor reviewed your current job description? If you would like a copy of, or need to make changes to your current job description, please contact the Office of Compensation & Classification, and Fern Illidge will be happy to assist you. Fern can be reached at 478-5374 or fernillidge@georgiasouthern.edu.

Resources used: U.S. Small Business Administration (SBA.gov); About.com; Law & Order (disclaimer)

Thanks and Congratulations to Our Retirees!

Georgia Southern University’s annual Retirees Recognition Ceremony is scheduled for Wednesday, April 10, 2013, at 10:30 a.m. at the Builders of the University Terrace. In the event of rain, the ceremony will be held at the Williams Center Multi-Purpose Room.

The ceremony will honor faculty and staff who retired after the 2012 ceremony, and those who have announced their retirement in 2013. All faculty and staff are invited to attend. The following individuals will be recognized at this year’s ceremony:

- Mr. Billy Allen
- Mrs. Karen D. Anderson
- Dr. Linda L. Arthur
- Ms. Peggy Beachum
- Mrs. Pat Bonner
- Ms. Zandra Brasington
- Ms. JoEllen Broome

- Ms. Marilyn P. Bruce
- Mrs. Janice Green Chester
- Ms. Donna S. Colson
- Dr. Ronald J. Core
- Dr. Phyllis Surrency Dallas
- Ms. Lyn Deal
- Ms. Wanda Deal
- Ms. Teresa Dean
- Ms. Shirley DeLoach
- Ms. Nancy Bishop Dessommes
- Dr. Catherine K. Dickens
- Mrs. Virginia L. Dyches
- Ms. E. Ann Evans
- Mr. David Ewing
- Mrs. Pearl E. Grant
- Dr. Bruce Grube
- Dr. Mary Hadley
- Dr. Steve Hale
- Ms. Jane H. Harkleroad
- Mrs. Patricia Harrell
- Mr. Morris Hogan
- Ms. Mary Linda Jarrell
- Dr. Janice H. Kennedy
- Ms. Rebecca P. Kerby
- Mr. Ted Logan
- Ms. Marion P. Martin

- Dr. Doralina A. Martinez-Conde
- Dr. William W. McCartney
- Ms. Pat Miles
- Mr. Robert Miller
- Dr. Laura Milner
- Mr. Jerrel Parrish
- Mrs. Annette P. Perkins
- Ms. Margie Pevey-Shuman
- Dr. Daniel Pittman
- Dr. Barbara A. Price
- Ms. E. Jane Pleak
- Dr. Neal Saye
- Dr. Ronald E. Shiffler
- Dr. Jimmy L. Solomon
- Dr. Susan B. Trimble
- Mr. Larry E. Ward
- Mr. Ruben White
- Mr. Eddie Lee Williams
- *Dr. Ardian Greca (In Memoriam)

We would like to take a moment to thank you for all of your time, energy, and commitment to the University.



The Top 5 Retirement Travel Destinations

1. Alaska
2. Cruise the Atlantic to Europe
3. Las Vegas
4. Portland, Maine
5. Cape Cod

Source: travelersc.com



Coming Soon in The Employment Series....

“Empowering Managers to Succeed”

This series will cover the following topics:

- Fundamentals of Hiring and Retaining High-Quality Employees
- Past, Present, and Future: What Every Hiring Manager Needs to Know About Affirmative Action & Equal Opportunity Commission
- Talent Management : Hire Right the First Time
- Connecting the D & I (Diversity and Inclusion in the Workplace)

We will keep you informed on the established dates and times.



Coming Up: Administrative Professional Series

Come join us for the Administrative Professional Series. This is a certificate series that will help any employee serving in an administrative capacity. The courses are as follows:

- ◆ 4/3/13 Professionalism
- ◆ 4/10/13 Business Writing
- ◆ 4/17/13 Employment and PeopleAdmin
- ◆ 4/24/13 ADP Basics and Employee Relations
- ◆ 5/1/13 Business Objects and Travel Expense Reports
- ◆ 5/8/13 Procurement and Google Apps

The series will be held in Room 2084 of the Russell Union at 8:30am. If you have questions, contact Jeff Laws at jlaws@georgiasouthern.edu or 478-7120.



Georgia Southern University • e-Learning System

Building a Better U Promo

Course Completions

A special thank you goes out to those employees who participated in the Building a Better U promotion. These employees took the time to complete any three of the five "Promo Courses." They earned Professional Development hours and a 4GB jumpdrive.

Melanie Yarley

Stan Akins

Renee Murray

Peggy Stepanek

Steven Kicklighter

Kathy Gay

Keep an eye out in the next newsletter for a chance to participate in the Building a Better U Promo Courses so you can get rewards while earning Professional Development hours.

Congratulations to the individuals who completed all six sessions of the **Spring 2013 Management Training Series**. This series consisted of the following six sessions.

Session One: Becoming a Manager

Session Two: Communicating as a Manager

Session Three: Roles and Responsibilities

Session Four: Developing Employees

Session Five: Creating a Positive Work Environment

Session Six: Managing Conflict

- ◆ **Katherine Lord Lewis**-*Eagle Dining*
- ◆ **Sherry Hoffman**-*CEIT Advisement*
- ◆ **Melissa Butler**-*Facilities*
- ◆ **Jennifer Glenn**-*CLASS Advisement*
- ◆ **Ros Calles**-*Human Resources*
- ◆ **Darlene Collins**-*College of Education*
- ◆ **Sandy Miller**-*Eagle Dining*
- ◆ **Jeff Laws**-*Human Resources*
- ◆ **Shirleen McClain**-*Eagle Dining*
- ◆ **Philip Bruce**-*Career Services*
- ◆ **Tonsheia Williams**-*Facilities*
- ◆ **Jason Pollet**-*COSM Advisement*
- ◆ **Brent Henderson**-*IT Services*
- ◆ **Brian Lang**-*Housing*

The next **Management Training Series** will kick off May 21, 2013. To register, go to training.georgiasouthern.edu.

For more information, please contact Ale Kennedy at alekennedy@georgiasouthern.edu or 478-1687.



An ADP Training session will be offered on April 5 from 9-10:30 am in the HR Training Room located in Rosenwald. Sign up at training.georgiasouthern.edu.

Performance Management & Key Personnel Policies

April 2, 2013 8:30-11:00 CE Room 2911

The course is intended for managers who want to gain a greater understanding of the key personnel policies at Georgia Southern, as well as the Performance Management cycle.

Topics covered:

- Key Policies (sick leave, ADP, Comp time, Annual leave, FML)
- Documenting performance
- Setting expectations
- Coaching vs Counseling employees
- How to facilitate Progressive Discipline (verbal, written, suspension, and termination)

Sign up at training.georgiasouthern.edu.



We would like to thank our new Eagle Perks Vendors. This month we have added Medical Goods Inc., T-Mobile, and Fraser Roofing. Please be sure to regularly check <http://jobs.georgiasouthern.edu/facultystaff/perks> to stay up to date on discounted services and products.



Who: Faculty and Staff
What: True Blue Pride
When: Every Friday!
Where: GSU Campus

True Blue Resolution.....be a part of a great Eagle Tradition by wearing blue on Fridays!

Human Resources would like to thank Eagle Dining Services for their participation in the Spring Break Management Training!

