From the CHRO’s Nest:

Spring has sprung and the campus landscape is beautiful thanks to our hard-working grounds crew! As you will soon read in this issue of our newsletter, there are many new training initiatives (some mandatory and others optional) that we are requiring or encouraging you to attend. Annual compliance training is not an optional offering, but required either by the University System of Georgia or the Federal Government. In lieu of requesting employees to comply with multiple requests throughout the year, we have now consolidated all these requirements during one month of the year…hopefully in the future, the month of February. We are running late this year due to technical difficulties in placing all our learning programs in our eLearning system, Building a Better U…we should be on track by next calendar year.

I highly encourage supervisors to attend Ms. Fern Illidge’s, Manager of Compensation and Classification, series of seminars explaining Georgia Southern’s classification/compensation process. You should have received by now an email from my office explaining the upcoming change (March 19) when you have questions regarding Payroll and Benefits. Individuals should now contact the USG Shared Service Center for daily questions. My HR Team of professionals is still available to respond to your more intricate/complicated questions.

Many of you have called my office wanting to know the status of our annual performance evaluation program. As some of you may recall, we sent out a survey a number of months ago and took into consideration your feedback and made changes to our online process. No longer will it be mandatory for employees to self-evaluate before their supervisor evaluates them. We have also modified the scale of performance levels based on your feedback. PeopleAdmin has recently made the changes and we will be contacting you shortly with the new release. Thank you for your patience.

We are very pleased to be offering a University Wellness section in our newsletter, expertly written by Michele Martin, our somewhat new University Wellness Program Director. I am also happy to announce that our upcoming Benefits Fair in October/November will have a Wellness component to it and we’re looking forward to Michele’s contribution to the fair.

Please enjoy reading our newsletter, and I would like to publicly acknowledge Stephanie Scott for serving as Editor of our HR newsletter, theResource.

Paul Michaud

Motivation: The Key to Performance Improvement

To understand motivation, one must first understand human nature itself and that not everyone is motivated in the same manner.

Here are some tips and guidelines to remember when trying to motivate others:

- You can’t motivate others, you can only provide an environment that supports them choosing to become motivated about work related issues.
- Monetary awards will not over-ride the consequences of how people feel treated on the job.
- Trust, respect, civil conversation, and listening prevail in a workplace that fosters employee motivation.
- Employee motivation is a constant challenge. What motivates one employee may not be motivating for another.
- Employees must decide to be motivated on their own. Creating a motivating workplace can be achieved by anyone and is not solely the responsibility of management. Discovering what motivates others can be done by simply asking your co-workers what motivates them and implementing those types of activities. It is also ideal to ask your co-workers what does not motivate them at work. Once you decide to identify what your workforce finds motivating, the answers may surprise you!
What is the No. 1 reason why employees say they go to work when they're actually sick?

A. Saving my sick days for childcare/eldercare emergencies
B. Too much work to do
C. Other people depending on me at work

Answer: C

Source: LifeCare survey

Required Compliance Training

As a higher education institution it is important to embrace and encourage learning and development of our faculty and staff members. In conjunction with face-to-face training and online learning opportunities, it is sometimes necessary for the campus community to gain a greater understanding of university, federal, and state policies/regulations that impact day-to-day operations. Therefore, Georgia Southern University is promoting several mandatory compliance training courses. These courses will be offered through the university eLearning system (Building a Better U). To ensure heightened awareness of these policies/regulations, Georgia Southern will require staff and faculty to complete compliance training on an annual basis at an identified time each year.

The courses offered are the following:

- Information Security Awareness
- USG Ethics Training
- Sexual Harassment/ Harassment/ Title IX
- Drug Free Workplace
- Confidentiality Agreement

These programs will help faculty and staff become more familiar with the policies and practices that will help maintain a safe and secure environment for the University and our customers; in addition to complying with federal and state mandates,

These courses will be assigned to all staff and faculty, and must be completed by May 4, 2012. All new hires will be assigned these courses, and will have sixty (60) days from their hire date to complete the training sessions.

Supervisors are responsible to encourage their employees to complete the sessions and hold them accountable.

Please follow the following instructions to access the training:

- Login to the MyGeorgiaSouthern Website with your MyGeorgiaSouthern account sign-on & password.
- Under My Services, click on the e-Learning System (Building a U) link with the mouse icon.
- If you have trouble logging in, contact the Georgia Southern IT Helpdesk at 912-478-5429.
- To view a course in your My Plan, open the My Plan link on the upper left side of the page.
- Courses will be listed in two folders: assigned and personal.
- Please complete all courses in your assigned folder by the date assigned.

For course and training questions contact:
- Ale Kennedy - Associate Director of Human Resources 912.478.1687 - alekennedy@georgiasouthern.edu
- Stephanie Scott - Organization, Development and Learning Coordinator 912.478.7120 - smscott@georgiasouthern.edu

For additional information on Building a Better U, click the link below:

http://jobs.georgiasouthern.edu/odl/bbu
Compensation and Classification Training Series

What is my classification? How do I know what my official title is? What is the process for requesting a new position? And what is the difference between a reclassification and an equity adjustment? The Office of Compensation & Classification will answer your questions and help managers and supervisors better understand the classification process during a Comp&Class Series to be held in April. Dates and details will be added to the training calendar soon.

Please contact Fern Illidge at 478-5374 or fernilidge@georgiasouthern.edu for more information.

Tuition Assistance Program (TAP)

A friendly reminder that the TAP Deadline for Summer Semester will be April 13th, since April 15th falls on a Sunday this year. 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 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.

Management Training Series

Management training is a fundamental part of any organization and can help people work towards a common goal together, and help things run more efficiently. The Management Training Series is intended for all first-time supervisors or managers, as well managers without prior management training. The six sessions cover valuable information to lead a team and manage effectively.

Listed below are the Management Training Series session dates:
- Session 1: May 8
- Session 2: May 15
- Session 3: May 22
- Session 4: May 29
- Session 5: June 5
- Session 6: June 19

In order to receive the Management Training Series Certificate, one must attend all six sessions. However, one can sign up for individual courses too.

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

What are the three fastest-growing occupations, in order, in the next 10 years?
A. Network/data communications analysts, home health care aides, software engineers
B. Home health care aides, software engineers, medical assistants
C. Software engineers, environmental scientists, home health care aides

Answer: A

Source: Business & Legal Resources
The Eagle Experience

Many employees have expressed a concern that they were not told University procedures or taken around campus at the start of their employment. Therefore, HR has developed The Eagle Experience series as a way to provide new employees with the tools and resources to help them succeed at Georgia Southern.

This series will be offered four times a year. New employees will be exposed to several key areas through campus tours and informational sessions.

The series will focus on:
- Human Resources Policies and Procedures
- Campus tour
- RAC and Wellness Center tour
- Library tour and services
- Building a Better U e-learning system
- Training resources
- mygeorgiasouthern.edu resources
- Google services
- Additional University procedures and resources

This spring’s series will be held April 5, 12, 19, and 26th. Please see the training calendar for times and information to be covered. These sessions are not limited to only new employees, but seating is limited, so register quickly.

For more information, please contact Stephanie Scott at 478-7120 or smscott@georgiasouthern.edu.

Diversity at work helps to cultivate an environment where everyone feels accepted and valued for his or her workplace contributions, and free to work towards their full potential. Your ability to use a variety of strategies to effectively deal with diverse situations in and out of the workplace is very important. The Diversity Series dates and times are as follows:

- April 4 from 9 a.m.—11 a.m. - Workplace Diversity presented by Gary Gawel
- April 11 from 9 a.m.—11 a.m. - Generational Diversity presented by Stephanie Scott

The series will be held in the Library Room 1308.
Employment Updates

PeopleAdmin Staff Hiring

Want to become PeopleAdmin savvy in hiring benefited staff? Enroll in an upcoming PeopleAdmin Training for Staff Hiring course. The two-hour session provides hiring managers with an overview of the PeopleAdmin Applicant Tracking System and step-by-step instruction on navigating the electronic process. Attendees learn how to submit a request to Create a New Position, Modify an Existing Position and simply fill a position that has been vacated – Staff Straight Replacement – in PeopleAdmin. These interactive sessions, inclusive of scenarios, offer instruction on reviewing and screening electronic applications, updating applicant status, submitting a hiring proposal, protocol for making a job offer, and much more.

Upcoming sessions are as follows: March 23, April 16 and 27, from 10 a.m. to 12 p.m. in the Human Resources training room. A hiring manager must attend a PeopleAdmin training session to receive an account to access the applicant tracking system.

Employment Tuneup Sessions

Beginning April 1, 2012, the Employment Services Office will begin to offer "tuneup" sessions to any unit, department, or college which is interested in learning more about employment. These sessions are designed to answer any question related to hiring staff, students, or temporary employees at Georgia Southern University. Once a session is scheduled, staff members from Employment Services will visit, answer questions, and provide guidance so hiring managers can effectively hire staff, students, and temporary employees. Contact Courtney Jenkins at (912)478-5468 or cjenkins@georgiasouthern.edu.

Summer Student Employment

While it is only March, it’s time to start thinking about the Summer and Fall Semesters. It is important to begin your job search early.

Posting periods:

- February for the Summer Semester
- May for the Fall Semester
- September for the Spring semester

Note that students can work during the summer as an Institutional Student Assistant and/or Work-Study Student Assistant. Student employees working during the Summer Semester do not have to be enrolled in courses; however, they must be enrolled in at least 6 credit hours in Spring 2012 or Fall 2012 to work in a student position. Also, students can work a maximum of 40 hours a week during the Summer Semester.

If you have any question please contact Lisa M. Whitaker at (912)478-7159 or lwhitaker@georgiasouthern.edu.

Student Employment Week 2012

Student Employment Week will be celebrated on our campus from April 9-13, 2012. Employing students equips students with relevant skills which will enhance their careers during and after graduation. Student employees perform invaluable tasks with enthusiasm, dedication, and initiative. Faculty and staff members depend on the contributions of this reliable workforce to provide customer service to the visitors and customers of the University. This week is organized to thank our student employees for their efforts. Activities will include workshops and other events such as Georgia Southern Student Idol and Student Appreciation Day. Mark your calendars and ensure your students are aware of the events. For more information, please contact Rieshawn Williams at (912)478-7158 or rwilliams@georgiasouthern.edu.

March Mayhem Basketball Tournament

The Student Employment Center is hosting the March Mayhem Basketball Tournament on Saturday, March 24 at the Recreational Activity Center. Student teams will compete against each other in a round-robin style tournament. There is a Faculty/Staff Team, and we are looking for individuals to play on this team. If you are interested in playing, please contact Rieshawn Williams at (912)478-7159 or rwilliams@georgiasouthern.edu.
Meet the new University Wellness Program Director……..

It is nice to be back at Georgia Southern! Thank you for such a warm Eagle Nation welcome. I look forward to serving as your University Wellness Program Director and bringing wellness programs your way. This page in “theResource” will be one place you can look for upcoming programs. I look forward to interacting with you! Please feel free to contact me at:

mmartin@georgiasouthern.edu
912-478-5436
PO Box 8078
RAC Wellness Center 2215
http://services.georgiasouthern.edu/cri/universityWellness

Mainstreet Statesboro Farmer’s Market—ON CAMPUS

Purchasing fresh, locally raised meat and other products is now easier than ever! Enjoy fresh produce, artisan baked goods, jams, honey, meat, eggs, ice cream, live music, cooking demos, tastings and more! The University Wellness Program & the Center for Sustainability have partnered with the Mainstreet Statesboro Farmer's Market to bring local farmers, providing fresh produce, baked goods, honey, meat, and dairy products to campus twice per month on 1st & 3rd Tuesdays 10am-1pm at Williams Center Plaza.

No Impact Week

Join the Center For Sustainability & The University Wellness Program as we work to conserve and reduce our impact on the environment April 15-23. This initiative is designed to challenge you to live a lifestyle better for you and the environment. Last year we had 1300+ registered in 25 different programs throughout the week. Highlights of the week include the Farmer’s Market, Get Pumped tire pressure check, and SAGE’s Earth Day celebration! You can register at http://noimpactproject.org/experiment/university-no-impact-week-registration/. Keep your eyes peeled for more information.

Georgia Southern’s Environmental Health & Safety department has been hosting Recyclemania since February 5. It will end March 31. Recyclemania is a national competition of colleges & universities to see who can recycle the most. As a result of our current efforts we have reduced our carbon footprint by the energy consumption of 7 households! Show your TRUE BLUE pride and join in! Recycle in any of the current recycling bins on campus.

Visit us at http://services.georgiasouthern.edu/cri/universityWellness
The Employment Services Office recently completed the Employment Series, which was a six-session training series designed to inform managers of the laws, policies, and procedures which relate to hiring staff, students, and temporary employees. Total attendance for the series was 148 individuals. The following individuals attended three or more sessions:

- Rosalind Calles
- Jason Clabaugh
- Michael Czech
- Candice Green
- Terry Hart
- Diana Kinney
- Melanie Mosley
- Tonya Machelle Owens
- Willie Reid
- Courtney Sharpe
- Randy Walker

All attendees will receive a training survey within the next two weeks. Please take a moment to provide feedback. Thank you!

Congratulations to the individuals who completed all six sessions of the Spring 2012 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

- Randall Hamilton
- Anthony Gordon
- Jennifer Syno
- Deborah Perez-Lopez
- Carter Walton
- Jason Poling
- Patience K. Jenkins
- Stephen Pelfrey
- Amy Taylor
- Kate Channell
- Christy Yother
- Debbie Gleason
- Linda Akins
- Steven Kicklighter
- Kristen McIntyre
- John Cruickshank

The Administrative Professional Certificate Series was designed to enrich new and seasoned administrative professionals’ current office skills. Staff from key areas on campus reviewed procedures for travel expenses, p-cards, budgets, business objects, employment, ADP and performance evaluations. Additional professional development areas were explored through the use of the Building a Better U e-learning system.

The Spring 2012 series was a great success and the following participants completed all the sessions:

- Janice Chester
- Eileen Smith
- Christina Waugh
- Shelley Salter
- Christy Lee
- Diane Mercaldo
- Michelle Rosa
- Kathleen Clifton

The next Administrative Professional Certificate Series will begin in June 2012.

For more information, please contact Stephanie Scott at smscott@georgiasouthern.edu.

The next Management Training Series will kick off May 8, 2012, and is highlighted on page 3 of this newsletter.

For more information, please contact Ale Kennedy at alekennedy@georgiasouthern.edu.
Have you ever...
...received a threat of foreclosure?
...paid a bill you knew was unfair?
...been involved in a separation or divorce?
LegalShield can help provide legal guidance with all of these issues!
LegalShield representative Edward Jackson will be on campus on March 20th and April 11th. Please contact Edward at 912-531-9355 to make an appointment.

Manage Your Taxes ~ Use the Opportunities in Current Tax Laws
During this seminar you will learn ways to manage the amount you pay to the government in taxes. Align tax treatment with your investment objectives. Find the right balance of before- and after-tax investments for your situation.

Presenter: Ron Washburn of Ameriprise Financial
Date: March 21, 2012
Time: 4:00 pm to 5:00 pm
Location: Nessmith Lane Conference Center Room 2903
For more information, please contact Samantha Melton at 478-1538 or smelton@georgiasouthern.edu.

Top five answers from U.S. employers and employees, who were asked to select from a list of 23 factors why a candidate would join an organization.

Employers
1. Base pay
2. Mission, Vision, and values
3. Great place to work
4. Career development opportunity
5. Challenging work

Employees
1. Job Security
2. Base pay
3. Health care benefits
4. Length of commute
5. Vacation and paid time off