



# Human Resources

<http://hr.okstate.edu>

## INSIDE HUMAN RESOURCES

Timely Information  
For Managers, Supervisors,  
Directors and Support Staff

April 2013

### What's Inside:

- Women's Financial Workshop
- Expanded EAP
- New Background Checks Vendor
- Introducing Holli Boneé
- Customized Departmental Training
- Annual Performance Review
- Human Resources Communications Forum
- Dates to Remember
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### Postcards from the Future

**Free Financial Workshop for Women**  
**Tuesday, April 23, 2013, 2pm - 3:30pm**  
**465 Student Union Starlight Terrace**

TIAA-CREF will share retirement strategies that work:

- Identify your "retirement vision" - how much you'll need and when, so you can have the retirement you want
- Define the simple steps to getting your finances on track to reach your ideal retirement in 10 to 15 years
- Learn the unique characteristics of retirement plans from 403(b) to IRAs to annuities - and which work best for you.

Save your spot by calling TIAA-CREF at 1-800-732-8353.

*This workshop is a repeat of a workshop held fall 2012.*

### OSU'S EXPANDED EMPLOYEE ASSISTANCE PROGRAM

If an employee needs help accessing OSU's expanded Employee Assistance Program benefits, provided by ComPsych, there are two ways to access the services:

1. Call 1-855-850-2397. The employee will speak to a counseling professional who will listen to his/her concerns and can guide him/her to the appropriate services required.
2. Visit GuidanceResources online at [www.guidanceresources.com](http://www.guidanceresources.com). Click the link for *I am a first time user*. Enter OK-STATEEAP as the Web ID. The employee will then be able to create a userID and password.

### NEW BACKGROUND CHECKS VENDOR

Human Resources conducts background checks on all final staff candidates and will soon include faculty. Criminal background checks, social security identification and sexual offender checks are conducted through OSU's new background check vendor, Truescreen. We are happy to report current turnaround time to receive a background check report from Truescreen is averaging less than **two days**.

If the individual is deemed ineligible for employment based on the background information, a notification will be provided to the applicant in order to provide a chance to respond/appeal. While infrequent, we have found situations in which the criminal record was incorrect.

Questions? Call Human Resources/Partner Services, (405) 744-7401.

### INTRODUCING HOLLI BONEÉ DIRECTOR, EMPLOYEE SERVICES AND BENEFITS

Human Resources is excited to welcome Holli Boneé as the Director of Employee Services and Benefits.

Holli and her family moved to Stillwater from Anchorage, Alaska, where Holli was the Director of Benefits for the Municipality of Anchorage. Holli has experience in employee benefits, leave management/disability, employee relations, coaching/counseling, and team building.

Stop by 106 Whitehurst and get to know Holli! Or you can e-mail her at [holli.bonee@okstate.edu](mailto:holli.bonee@okstate.edu), (405) 744-5286.

## CUSTOMIZED DEPARTMENTAL TRAINING

Each month, Training Services offers a variety of classes on a number of different topics to help OSU employees be successful. Topics range from human resources issues, campus policies or processes, safety, supervisory, management and specific interpersonal courses like customer service and communication skills. Training Services also understands there are situations when a department's needs may not be met by our regularly scheduled classes or seminars. Or, an entire department might benefit from a particular subject.

We offer customized training options to departments to serve your specific needs. A representative from Training Services is willing to come to your department, discuss specific issues and determine needs, and create a training program specifically for your department.

For more information about customized training, please email [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu) or call Lorinda Schrammel, Training and Development Manager, at (405) 744-2908.

## ANNUAL PERFORMANCE REVIEW

Policy and Procedures 3-0741, Performance Evaluation Program for Staff, requires that each staff member receive a formal performance review at least once each year.

The performance review process includes discussion with the employee and signatures of both supervisor and employee on a performance evaluation tool which complies with OSU policy.

The employee is entitled to receive a copy of his/her final evaluation. The Policy and approved forms can be found at <http://hr.okstate.edu>.

Performance Review Training is scheduled for Thursday, May 2, at 9:00 a.m. You may register through the Training Services website, <http://hr.okstate.edu/training>, or call (405) 744-5374.

All supervisors, including faculty, who conduct performance evaluations, are required to receive performance review training at least once every three years. Questions? Call Human Resources, (405) 744-5373.

## TRAINING OPPORTUNITIES

### April

23&24 Access 2010 Level III (Day 1&2)  
25 Charts and Graphs in Excel 2010  
26 Creating Macros in Excel 2010  
30 HR Boot Camp

### May

1 Difficult Conversations  
2 Performance Review Training  
2 Emily Post's The Etiquette Advantage in Business  
3 Drupal Website Training  
8&9 Outlook 2010 (Day 1&2)  
10 Excel 2010 Pivot Tables and Charts  
14 At Your Service!  
14&15 Publisher 2010 (Day 1&2)

For a description of classes or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374. Also, find us on Facebook, Twitter, and LinkedIn.

## HUMAN RESOURCES COMMUNICATIONS FORUM

The next Human Resources Communications Forum will be held Wednesday, May 1, at 10:00 a.m., in room 126 Institute of Teaching and Learning Excellence. Your administrative officer/Human Representative will be invited to attend this meeting.

The primary goal of the Human Resources Communications Forum is to facilitate communication and enhance collaboration with regards to human resources across departments and divisions.

The regular agenda includes 30 minutes of information sharing/training. The remaining 30 minutes will entail an open dialog for HR representatives to collaborate with other departments/divisions, offer suggestions for improvement, and discuss current and emerging human resources issues.

### DATES TO REMEMBER

#### New Employee Benefits Enrollment Schedule

**Tuesday, April 23**, 2:00-4:30 p.m.

**Tuesday, April 30**, 2:00-4:30 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a session

#### How to Retire Sessions

**Thursday, April 25**, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation