



Human Resources

<http://hr.okstate.edu>

INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

February 2015

What's Inside:

- Annual Performance Review
- Chronicle Great Colleges to Work For Survey
- America Saves Week
- New Applicant Tracking System
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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 policy is applicable to all continuous, regular staff, regardless of FTE.

Each staff member is rated by his/her immediate supervisor and all ratings are reviewed and approved by a higher level supervisor than the one who prepared the rating. Approval and review should be completed prior to presentation to the employee. The immediate supervisor performing the rating must be familiar with the performance of the staff member during a major portion of the rating period and have received performance review training in the past three years.

The performance review process includes discussion with the employee and signatures of both supervisors and employee on the document. Each employee is entitled to receive a copy of his/her final evaluation.

The written results of an evaluation, including supervisor and employee signatures and any statements, are retained by the department.

The Policy can be found at <http://hr.okstate.edu> - click on *Policies and Procedures*. Performance Evaluation forms can be found on the Human Resources website, <http://hr.okstate.edu>, click on *Supervisor Toolkit* then select *Guides and Forms*.

Training Services offers Performance Review training for supervisors. Scheduled classes are March 27, April 16, and April 29. Please review the Training calendar at http://hr.okstate.edu/training/staff_dvpt for more information.

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

CHRONICLE GREAT COLLEGES TO WORK FOR 2015 SURVEY YOUR OPINION IS IMPORTANT!

OSU is excited to announce for the sixth consecutive year, OSU is participating in the *Chronicle Great Colleges to Work for 2015* survey. This initiative is designed to recognize outstanding employers while obtaining valuable feedback.

The *Chronicle Great Colleges to Work For 2015* survey will be e-mailed to a random sample of OSU faculty and administrative/professional staff on March 16. The survey is processed by a third-party agency, and responses remain confidential.

Employee participation is important for the validity and success of the program, and will provide valuable feedback for OSU. A high response rate helps ensure accurate results and demonstrates the commitment of our workforce. Whether or not OSU is recognized, we can learn from the feedback and make further improvements for our future.

Please help OSU with continued success and learn about improvement opportunities by participating in this survey if you are selected.

AMERICA SAVES WEEK FEBRUARY 23-28, 2015

With so many Americans feeling unprepared for their financial future, this is a great time to remind them how important it is to have a plan and provide them with helpful information.

Next week, OSU Human Resources will send one e-mail per day for five days to benefits-eligible employees. Each e-mail is brief and provides useful information about savings, links to "America Saves" tools and resources and the TIAA-CREF Advice and Guidance website.

NEW APPLICANT TRACKING SYSTEM

In September 2014, Human Resources announced a new Talent Management System software by Cornerstone on Demand. This new cloud-based system comprises of three modules: Learning Management System (LMS), Applicant Tracking System (ATS), and Performance Management (PM). These applications are designed to recruit, train, manage and connect OSU employees.

The ATS expected “go-live” date is the week of March 2, 2015. The transition period and training will be the week of February 23-27. No new job listings will be placed in PeopleAdmin after February 20, 2015.

Dual systems (PeopleAdmin and ATS) will run through the end of March. The target date for shutdown of PeopleAdmin is March 31, 2015.

Human Resources Partners are in the process of contacting departments to assist with the transition process.

DATES TO REMEMBER

New Employee Benefits Enrollment Schedule

Thursday, March 5, 2015

Thursday, March 19, 2015

Call (405) 744-5449 to schedule a session

How to Retire Sessions

Thursday, February 26, 3:00 p.m. - 4:00 p.m.

106B Whitehurst

Call (405) 744-5449 to schedule a reservation

Mandatory Leave Day

Thursday, December 31, 2015

OSU Closed for Winter Break

Thursday, December 24, 2015 through

Friday, January 1, 2016

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5449

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

Website: <http://hr.okstate.edu>

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu

Human Resource Partners: (405) 744-7401

<http://hr.okstate.edu/hr/hrcontacts>

Workers' Compensation: (405) 744-5161

E-mail: workerscomp@okstate.edu

2015 TRAINING OPPORTUNITIES

February

24&26 Excel 2010 Level II (Day 1&2)

26 Travel Policies and Procedures

March

3&5 Access 2010 Level II (Day 1&2)

3 Critical Thinking

3 Getting Stuff Done

3 Title VII & IX Training

5 New Employee Orientation

5 HR Boot Camp

6 Drupal Q&A

10 Building Interpersonal Skills

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.

FREE WORKSHOP! NEW! THE STARTING LINE WHY AND HOW RETIREMENT SAVING SHOULD BEGIN NOW

TARGETED AUDIENCE: EARLY CAREER EMPLOYEES
MARCH 10 OR MARCH 11, 2015

Sometimes it is hard to think about retirement when you are early in your career. The truth is, that is when thinking ahead can do the most good! It all starts with some practical knowledge.

TIAA-CREF's workshop leaders will help you get ahead of your retirement saving with some tools and advice you can use right now:

- Grow your money... learn the real effect of time on money thanks to compounding and dollar-cost averaging.
- Discover the differences between good and bad debt.
- Understand the value of pre-tax contributions and tax-deferred earnings.
- Learn the benefits of starting to contribute to your employer-sponsored retirement plan now. See how budgeting can find money – and help you save it.

Choose from one session convenient for your schedule: Tuesday, March 10, 1:30-2:30pm, 408 Case Study 1, or Wednesday, March 11, 9:30-10:30am, 416 Case Study 2.

Reserve a seat at the workshop today! RSVP by calling 1-800-732-8353, or schedule online at www.tiaa-cref.org/schedulenow.