



INSIDE HUMAN RESOURCES

Timely Information
For Managers, Supervisors,
Directors and Support Staff

Human Resources

www.okstate.edu/osu_per

January 2008

DOWNLOAD PERFORMANCE DISCUSSION WORKSHEETS

At the Fall Executive Briefing, Dick Grote, an internationally recognized authority and author on performance management, gave presentations on *How to Deal with Unsatisfactory Performance*.

Two of the performance discussion worksheets he talked about have been approved for use at Oklahoma State University and are available for download on the Human Resources website:

- *Performance Discussion Worksheet - Pre-Meeting*
- *Performance Discussion Worksheet - Post-Meeting*

To download the forms, go to <http://hr.okstate.edu>. Click on *Supervisor Toolkit* then *Maximizing Performance*.

COMPUTER TRAINING AVAILABLE!

Training Services offers free computer training. Some classes require participants to have a workbook before attending training. This includes Microsoft Access Level I-III, Excel Level I-III, PowerPoint Level I-III and Word Level I-III.

Training Services purchases the workbooks and has them available prior to training. A \$25 fee is assessed to departments for the books.

If you have already obtained a workbook, please let us know in advance and bring your workbook to training. Training Services will not charge your department in this case.

Questions? Please contact Training Services at osu-trng@okstate.edu, or call (405) 744-5374.

OSU JOBS – HELPFUL HINTS CLOSING A POSITION OPENING

On OSU Jobs, a position listing is closed when the newly hired applicant is linked with the open position listing. This process also prepares the recruitment report for Affirmative Action, eliminating the additional paperwork.

Continuous, regular staff listings are created from a previously created position, and the hiring proposal process automatically links to the proper position. However, if the position listing is for a temporary, periodic, or student position, the listing would be created by selecting the “New Listing” option and this linking does not occur.

Ensuring that continuous, regular staff job listings are created using the “From Position” option rather than selecting the “New Listing” option will eliminate confusion when closing a position. It also simplifies the job listing procedure in that job information is automatically transferred to the job listing, ensuring the position information is correct.

For OSU Jobs training, contact Training Services, osu-trng@okstate.edu, (405) 744-5374.

Enroll in upcoming training:
March 13, June 18, October 23, and December 3.

If you need individualized training or have specific concerns, contact Judy Colyott, (405) 744-5375.

What's Inside:

- Download Performance Discussion Worksheets
- Computer Training
- OSU Jobs - Helpful Hints Closing a Position
- New! Strength Training for Fiscally Fit Program
- OSU Jobs - Enhancement
- Important Contacts
- Admin/Computer Seminars
- Advertising for Jobs
- Workers' Comp Contacts
- Dates to Remember

NEW! STRENGTH TRAINING FOR FISCALLY FIT PROGRAM

The *Strength Training for Fiscally Fit Program* is a continuing program for graduates of the *General Workout for Fiscally Fit Program*. Designed to keep Fiscal Officers current on fiscal responsibilities, classes are free and one to three hours in length.

To receive a Certificate for the program, one must have completed 15 hours of training. There is no time limit to complete the program.

Topics include:

- *Assignment Checks*
 - *Average Fringe Benefit Calculation*
 - *Bad Debt Assessment*
 - *Payment Card Industry*
 - *Taxable Benefits*
- and more!

More information, including an enrollment form, can be found on the Human Resources website, <http://hr.okstate.edu>.

Questions? Send an e-mail to osu-trng@okstate.edu, or call Training Services, (405) 744-5374.

OSU JOBS – ENHANCEMENT

Applicants now have the option of refining their search for positions by clicking on specific categories of interest on the front page of the OSU Jobs site. This search option is identified when the initial job requisition is entered.

When completing a job listing, you will notice there are two new drop-down boxes (Category and Location). The first box indicates the category under which you would like the position to be searchable. The second box indicates on which campus the position is located. Using these boxes will make it easier for applicants to find your open positions.

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5373

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

ADMINISTRATIVE AND COMPUTER SEMINARS

If you plan to attend any training seminars, please pre-register to ensure we have adequate space and materials.

Seminars

January 24	Purchasing Policies and Procedures
January 30	FRS and Purchasing
January 30	Information Security Awareness
February 7	New Employee Orientation
February 7	Monthly Accounting Reports - FBM
February 8	HRS, Time Input and Confirmation

Computer Training

January 22	Introduction to Computing at OSU
January 23&24	Excel Level 2 (Day 1&2)
January 28&29	Access Level 3 (Day 1&2)
January 30	Endnote Training - Beginners
January 31/	Powerpoint Level 2 (Day 1&2)
February 1	

For a description of the classes, go to <http://hr.okstate.edu>. For more information, or to register, go to <http://hr.okstate.edu>, or call Training Services, (405) 744-5374 for reservations.

ADVERTISING FOR JOBS

Including a requisition number in newspaper ads for open positions will assist applicants when they apply online for positions.

The requisition number expedites the application process by making it easier for an applicant to search and apply for a position.

WORKERS' COMPENSATION CONTACTS

Lisa Colbert - Lost time claims - 1-800-890-8975

Stacy Davis - Lost time claims - 1-866-433-3689

Lois Meline - Medical only claims - 1-800-553-1053

DATES TO REMEMBER

New Employee Orientation

Thursday, February 7

8:30am to 11:30am, 412 Student Union

e-mail osu-trng@okstate.edu, (405) 744-5374

How to Retire Sessions

3pm to 4pm, 106B Whitehurst

Thursday, January 31, 2008

Thursday, February 28, 2008

Thursday, March 27, 2008

No reservation is necessary

Employee Benefits Enrollment Schedule

106B Whitehurst

January 24, 2008 - 2:00pm to 4:30pm

January 29, 2008 - 9:00am to 11:30am

February 6, 2008 - 2:00pm to 4:30pm

Call (405) 744-5449 to schedule a session