STAFF PERFORMANCE MANAGEMENT PROGRAM

What?
The staff performance management program has formally been adopted as the official performance program at USM. This new program will replace any existing performance evaluation processes for staff that may already be in place.

Why?
Currently, USM has no official performance management process for staff. Some departments do not do performance evaluations at all. Others do them but it is inconsistent from department to department. Additionally, performance evaluations are no longer considered best practice, and a new contemporary approach to performance management is desired.

Who?
All staff positions.

How?
Information has been posted on the HR website, which includes a recorded information session that all staff are asked to watch. The information session is just 15 minutes and explains all the details of the process including why we are doing this, how it will work, and what you can expect next. All the supplemental forms and information are also included on the site.

For supervisors, the recorded information session will be assigned to you in Canvas with a due date of July 31, 2023. Additionally, the HR website will also contain a link to upcoming live training sessions to learn more about the program and your role as a leader.

Where?
All of the information is on the HR website.

When?
The information is available on the HR website now, and the live training sessions for leaders will be updated throughout the year as scheduled. Departments can get started as soon as they are ready. Note that all departments must complete their initial meetings with all staff no later than June 30, 2024.

Note, many departments on campus have already implemented this new program, and the feedback was overwhelmingly positive. We believe that both staff and supervisors are going to like this program and that it will serve the primary purpose of helping everyone be as successful as possible both in their current role as well as their career.

STAFF HIRING TOOLKIT & TRAINING UPDATED

"Search Committee" training: This training has been replaced by an updated, "Staff Hiring Process" presentation. Anyone involved in hiring staff at USM, including search committee members, should watch this training prior to their participation, along with Implicit Bias which is posted with it.

Staff Hiring Toolkit: The staff hiring toolkit has been updated, and we have added a supplemental document, "Staff Hiring At-a-Glance." This new document is a concise overview of the steps of the hiring process along with information about associated topics, including template forms, you can find in the hiring toolkit.

The trainings, toolkits and more can be found on the HR website under "Hiring Manager Resources." You can also reach out to Kourtney Stookey, HR Generalist, for assistance with the process.

IT'S ALMOST CAMP TIME!

All programs/activities or any event involving minors on the University campuses must adhere to the requirements set forth in the USM Minors on Campus Policy.

QUESTIONS: Please email compliance@usm.edu for additional information about how to comply with the policy or call 601-266-4466. For Additional information- See the Minors on Campus Policy

SUMMER POLICY FOR STUDENT WORKERS

(This policy does _not_ apply to Work Study Students and Graduate Assistants)

To remain employed as a student worker during the summer, students must meet one of the following:

- Be enrolled full-time (12) during the summer semester.
- Have been enrolled full-time (12) during the spring and returning to full-time (12) in the fall.
- Applied for summer graduation and the application is showing in SOAR *If these conditions are not met, they will need to be hired as part-time staff which will require a job posting in Cornerstone and a background check prior to the student continuing work.
- Student workers enrolled less than half time (6 hours) in the summer will lose their FICA exemption status.
- Student workers can work up to 20 hours per week regardless of enrollment during the summer semester.
- If graduating student workers continue working after final exams, they must be hired as part-time staff which will require a job posting in Cornerstone and a background check prior to the student continuing work.

UPCOMING HR TRAINING

PAF Q&A   **Tuesday, May 9th @10:00a (1 hr)**
Audience: Anyone who completes PAFs
Summary: University Human Resources Operations team will host a PAF training session on Tuesday, May 9th at 10:00 a.m. While this training will cover many forms of PAF, this may be especially beneficial for those in the process of submitting GA or Faculty Fall PAF hires. Time will be held at the end for any questions.
RSVP: kelly.jamespenot@usm.edu for a link to this training.

Performance Management Education Session   **Wednesday, May 10th @ 2p (1 hr)**
Audience: Anyone in a managerial role
Summary*:* Overview of the Staff Performance Management process for supervisors.
RSVP: Miranda.Newman@usm.edu to receive the link to the training.

Top 10 Supervisor Mistakes   **Thursday, May 18th @ 10a (1 hr)**
Audience: Supervisors/Managers.
Summary*:* A review of common mistakes that leaders make in the supervision of people.
RSVP: Miranda.Newman@usm.edu to receive the link to the training.

Performance Management Education Session   **Tuesday, May 23rd @ 10a (1 hr)**
Audience: Anyone in a managerial role
Summary*:* Overview of the Staff Performance Management process for supervisors.
RSVP: Miranda.Newman@usm.edu to receive the link to the training.

In addition to the above, HR has posted our full training library on our website with a complete list of all of the available training that can be requested through Miranda Newman, HR Partner, on-demand.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

A reminder that all benefit-eligible employees have access to our Employee Assistance Program (EAP). To register online, go to GuidanceResources.com or the app GuidanceNow, and use the Organization Web ID COM589. When it asks for your company name, enter UNIVE (a box should pop up with USM for you to select). In addition to web resources, membership also comes with telephonic access to talk to a counselor, financial advisor, or legal advisor: 800-272-7255. Click here to view a short video about the EAP.

Join us for an upcoming live webinar from our EAP.

Becoming a Team Player   **Tuesday, May 30th @ 10:30a (1 hr)**
Audience: All employees
Summary*:* In today's work world, we often need to work in groups of people who have many differences and are supposed to form an effective team seamlessly. We've all heard the term "teambuilding," and at one point or another most of us have gone through a teambuilding process, whether we know it or not. But what exactly is teambuilding and how can it be successfully used to help diverse groups work together more effectively? Understanding the main building blocks and development stages of teams can give any group of people the right tools to form a cohesive and productive group.
RSVP: click this link to register for the webinar or email Miranda.Newman@usm.edu.

COLLABORATION DOMAIN

Building networks of mutually supportive connections with others is crucial to our ability to achieve our goals. In a complex world, few successes can be achieved alone, yet many can be achieved together. A key component of collaboration is managing your perceptions surrounding the context of your interactions with others…being an effective collaborator means you have a high understanding of what behaviors are best for different contexts.

Questions to consider/guidelines:
- I am always true to myself, but act appropriately and accordingly to the varying social and professional environments I am a member of.
- I listen to others with genuine interest and appreciate that everyone has their own experiences that shape their thoughts, bias, and values.
- I willingly work with and support others and allow others to support me.
- I am curious and seek opportunities to learn from and collaborate with others.
- I accept help from others.
- I actively work to expand and enhance my social and professional networks.

You can learn more about the Collaboration domain by watching this short video.

If you have not had the chance to sign up for the Driven app and would like to receive access (free for all benefit eligible employees, faculty and staff!), please complete this form: https://usmforms.formstack.com/forms/driven_resiliency_access

CONGRATULATIONS KELLY JAMES PENOT

Congratulations to Kelly James Penot, HR Manager,
on her induction into Beta Gamma Sigma.
Your HR team is so proud of you!

If you have questions about any of the information contained in this HR Update,
please contact our main line at 6-4050 or your HR Partner for more information.
SMTTT!