

# Employee & Organizational Development

Division of Human Resources  
 1700 Lomas Blvd NE, Suite 1200 277.1555  
<http://hr.unm.edu/eod/> MSC01 1222

## February 2012

Monday	Tuesday	Wednesday	Thursday	Friday
		Travel per Diem Update 8:30 – 10:30 1	2	3
Direct Pay Training Lab 8:30 - 12:00 6	Banner Workshop for Advisors 9:00 - 12:30 7	FAMIS Self-Service 1:00 – 4:30 Department Time Entry 8:30 – 12:00 Purchasing & Accounts Payable Policies and Procedures 1:00 – 3:30 8	Getting Started as a New Leader 8:30 – 12:30 9	FAMIS Self-Service 8:30 – 12:00 10
13	Retirement Process: An Overview 10:00- 12:00 Essentials of Leadership 8:30 – 12:30 14	ERB Retirement 101- Your Educational Retirement Benefits 10:00 - 11:30 I want to retire - NOW 12:00 – 1:00 Purchasing Process for Departments Lab 8:30 – 12:30 15	Emotional Intelligence in the Workplace 1:30 – 3:30 LOBO Trax Degree Audit 9:00 – 10:00 16	Banner General Person Certification 8:30 – 4:00 17
20	Defusing Anger 9:00 – 10:30 21	FAMIS Self Service 1:00 - 4:30 22	Banner Workshop for Advisors 9:00 - 12:30 Foundations of Project Management 8:30 – 11:30 23	FAMIS Self Service 8:30 - 12:00 Somebody's Watching You - Being a Transparent Leader 9:00 – 12:00 24
27	28	29		

TRAINING

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## 2011 Performance Review Information

The Performance Review is not an event, but an ongoing process. It begins with the employee and supervisor working together to establish performance expectations for the year. Throughout the year, the employee receives support and feedback to improve and enhance performance. The process culminates when the year-end review is completed and successful performance is rewarded. Then the process starts all over again.

The 2011 Performance Review Form has been revised. Based on feedback from UNM employees, the form has been simplified without losing the integrity or intent of the Performance Review process. Take a minute to learn more: [Gotta Minute - Performance Review Form.](#)

A performance goals form is also available and can be used to discuss and record individuals goals for 2012. The Performance Goals form and Performance Review form 2011 are located on the forms section of the [HR website](#).

Two online courses were created to support staff and managers. They are:

EOD 307 - Performance Review for Staff

EOD 416 - Conducting a Performance Review (for Managers)

These courses will cover all aspects of the performance review process and how to complete the form. Access this training in [Learning Central](#) - Subject Area: Human Resources.

2011 Performance Reviews are due to Human Resources by March 1, 2012. Leaders may utilize the 2011 form for setting expectations for 2012.

## \*\*\*HR PRESENTS\*\*\*

Managers can contact their Human Resources Consultant directly to arrange for a custom one or two hour "HR Presents" session. For HR Presents topics and more information, please visit [HR Presents](#)