

UNM

HR Process Improvement Forums

January 14 & 16, 2014

Agenda

- Performance Review
- HigherEd Jobs Integration
- Position Clean Up
- HR Office Hours at HSC
- Lifesteps
- Section 503 / VEVRAA
- Disciplinary Toolkit



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2013 Performance Review Overview

Debbie Howard
Manager, Employee &
Organizational Development

2013 Performance Reviews

- Review the intent of the Performance Review form and process.
- SMART Goals

2013 Performance Reviews

- Intent

- Support a collaborative employee/supervisor process to develop employee goals and duties
- Determine employees achievement of established goals and job duties
- Focus on on-going training and professional growth
- Ongoing process

Performance Reviews

- Form Reminders
 - Rating scale : Exceeds, Meets, Improvement Needed
 - Individual Self Assessment preserved with the Supervisor Assessment
 - Goals/Duties comments recorded in one area
 - University Values comments recorded in one area

<http://hr.unm.edu/docs/eod/performance-review.pdf>

Performance Reviews

Schedule

<u>Month</u>	<u>Action</u>
November	Employee begins self assessment
December	Employee completes self assessment
January	Supervisor reviews and provides input in the Performance Review and begins performance discussions
February	Supervisor complete Performance Reviews and submits to the Division of Human Resources
March	Performance Reviews are due March 1, 2014 for the 2013 calendar year

Performance Reviews

Resources

- Performance Review Form – HR.unm.edu/forms
- Learning Central Online Training
 - EOD 416 Conducting a Performance Review
 - EOD 307 Performance Review for Staff
- HR Presents
- One hour Performance Review Information sessions are available. Sign up through Learning Central: EOD 282 Performance Review Overview.

SMART Goals

A goal is written to describe how results are to be obtained, how results will be measured and when the work will be done. The best goals are SMART!

S - Specific

M - Measurable

A - Achievable

R - Results-Focused

T - Time-Bound

Questions & Contact

HR Client Services Consultant
or

EOD

Phone: 277-1555



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HigherEd Jobs Integration

**HigherEdJobs.com &
Jobing.com**

Kim Herron-Singleton
UNM Temps and Recruitment
Services Manager

Staff Recruiting Services

Jobing and HigherEdJobs.com Update

The following pricing structure went into effect Monday, Jan. 6th, 2014.

- **Jobing.com 30 day Posting -**

Cost:

ALL UNM & HSC postings; this includes the Branch Campuses and Faculty postings - **FREE**

- **HigherEdJobs.com 60 day Posting –**

Cost:

Main Campus & HSC Postings – **FREE**

Main Campus & HSC Faculty Postings - **\$130.00**

All Branch Campuses, Staff and Faculty Postings - **\$260.00 ~ NEW**

- **HigherEdJobs Affirmative Action (AA) E-mail**

Cost:

ALL UNM & HSC AA e-mails to include the Branch Campuses and Faculty e-mails - **\$60.00 ~ NEW**

Staff Recruiting Services

Jobing.com

When you select the Jobing.com posting integration through [UNMJobs](#), Jobing.com will also cross post your opening to the following job sites:

Site	Type
jobs4accounting.com	Accounting
administrativeassistantjobs.com	Administrative Assistant
jobs4banking.com	Banking
jobs4clerical.com	Clerical
ambulancejobs.com	EMT & EMS
jobs4engineering.com	Engineering
hrjobs.org	Human Resources
informationtechnologyjobs.com	IT
jobs4managers.com	Managers
jobs4medical.com	Medical
recruitingjobs.com	Recruiting
serverjobs.com	Restaurant
retailingjobs.com	Retail
jobs4sales.com	Sales
jobs4trucking.com	Trucking (transportation)
hirebilingual.com	Bilingual
Network of Indian Professional	Diversity
diversityjobs.org	Diversity
veteransjobs.com	Veterans

Staff Recruiting Services

HigherEdJobs.com

HigherEdJobs Posting ~

This job board is one of the leading sources for jobs and career information in academia. Average posting viewed 1000+ times and searched over 28,000 times. 60 day posting duration.

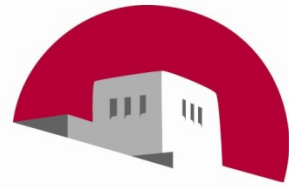
HigherEdJobs Affirmative Action E-mail ~

Help recruit a diverse applicant pool with the HigherEdJobs Affirmative Action Email. The email is sent weekly to 261,253 job seekers and features job postings from colleges and universities that are actively recruiting candidates in accordance with affirmative action or diversity plans. The recipient list is opt-in and proprietary - each recipient has asked to receive it.

For additional information on how Staff Recruitment Services can assist departments in marketing your posting and identifying additional recruitment sources, please visit the [Staff Recruitment Services](#) webpage.



Questions?



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Position Clean Up

Mike Brown
HR Consulting Group Manager

Position Cleanup

- Salary planner is coming – *look busy*
- Time to clean up your positions
 - Cancel or Freeze
- For reminder on how to access PERHO079 see October 9, 2013 Forum Documents

Where Do I Send The Completed Form

- Send the completed PERHO079 to the appropriate employment area.
 - Student – Student Employment
 - Faculty – HSC or Main Campus Faculty Employment Office
 - Staff – UNMJobs@unm.edu

PERHO079

- The appropriate employment area with work with the department if any questions
- The appropriate employment area will send their approved PERHO079 to UNMJobs@unm.edu for entry into Banner



Questions?



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HR Office Hours at HSC

Jack Srouji
HR Consulting Group Manager



Questions?



Lifesteps[®]
Weight Management
Program

*Brought to you by Employee Health
Promotion*

Reed Vawter, MS, RD, LD
Health Education Consultant
Employee Health Promotion

Lifesteps Overview

- Weight Management Program focused on **Behavior Change**
- 16-week program addressing eating, activity, behaviors, and support
- Packages start at \$200 and include all classes, materials, blood testing, and measurements.
- **NEW!** - Additional packages include in-depth testing and/or personal training
- Eligible for tuition remission

Upcoming Orientation Dates

- Must attend a no-obligation orientation to join
 - January 15 – Domenici NE, Room 2410
 - January 16 – 933 Bradbury, Diamond Room
 - January 21 – College of Pharmacy, Room 357
 - January 23 – Business Center Room 1007
- Reserve space on Learning Central
- All orientations 12:00 – 1:00 pm

For More Information or Questions

Employee Health Promotion

Phone: 272-4460

E-mail: ehp@unm.edu

Web: hr.unm.edu (*click Wellness*)





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Section 503 and VEVRAA

Magdalena Vigil-Tullar

**Section 503 of Rehabilitation Act and
Vietnam Veterans Era Re-Adjustment
Assistance Act (VEVRAA)**



Section 503 and VEVRAA

Section 503

- 7% Benchmark

VEVRAA

- 8% Benchmark

Section 503 and VEVRAA

- Data Collection and maintenance
- Outreach/Recruitment
- Analysis of Recruitment Efforts

Section 503 and VEVRAA

Invitations to Self-identify

- Pre-offer
- Post-offer pre-employment
- During employment

Section 503 and VEVRAA

- Review of Applicant Qualifications
 - Job Descriptions
 - Postings
- Training-AA Obligations
- Communication
 - Subcontractors
 - Applicants/website

Section 503 and VEVRAA

- Audits
 - Pre-award
 - Scheduled (onsite/offsite)
- Assistive Measures to apply for jobs
- Technological considerations tied to these tasks

Section 503 and VEVRAA

More information on changes:

VEVRAA

<http://www.dol.gov/ofccp/regs/compliance/vevraa.htm>

Section 503

<http://www.dol.gov/ofccp/regs/compliance/section503.htm>



Questions?



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Disciplinary Toolkit

Magdalena Vigil-Tullar
Director, Employee Relations



Questions?