Agenda

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

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

http://hr.unm.edu/docs/eod/performance-goals-january-through-december.docx
Questions & Contact

HR Client Services Consultant
or
EOD
Phone: 277-1555
HigherEd Jobs Integration

HigherEdJobs.com & Jobing.com

Kim Herron-Singleton
UNMTemps and Recruitment Services Manager
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**
When you select the Jobing.com posting integration through [UNMJobs](#), Jobing.com will also cross post your opening to the following job sites:

<table>
<thead>
<tr>
<th>Site</th>
<th>Type</th>
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<tbody>
<tr>
<td><a href="#">jobs4accounting.com</a></td>
<td>Accounting</td>
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<tr>
<td><a href="#">administrativeassistantjobs.com</a></td>
<td>Administrative Assistant</td>
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<tr>
<td><a href="#">jobs4banking.com</a></td>
<td>Banking</td>
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<tr>
<td><a href="#">jobs4clerical.com</a></td>
<td>Clerical</td>
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<tr>
<td><a href="#">ambulancejobs.com</a></td>
<td>EMT &amp; EMS</td>
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<tr>
<td><a href="#">jobs4engineering.com</a></td>
<td>Engineering</td>
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<tr>
<td><a href="#">hrjobs.org</a></td>
<td>Human Resources</td>
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<td><a href="#">informationtechnologyjobs.com</a></td>
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<td><a href="#">jobs4managers.com</a></td>
<td>Managers</td>
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<td>Retail</td>
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<tr>
<td><a href="#">jobs4sales.com</a></td>
<td>Sales</td>
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<td><a href="#">jobs4truckling.com</a></td>
<td>Trucking (transportation)</td>
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<tr>
<td><a href="#">hirebilingual.com</a></td>
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<td><a href="#">Network of Indian Professional</a></td>
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<tr>
<td><a href="#">veteransjobs.com</a></td>
<td>Veterans</td>
</tr>
</tbody>
</table>
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?
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 will 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?
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)
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?
Questions?