



**HUMAN
RESOURCES**

UNM

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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PERFORMANCE EVALUATION & PLANNING

PEP ONLINE

UNMJOBS.UNM.EDU

New Online Performance Evaluation for 2018

UNM Staff Employee Evaluations

Staff performance evaluations are an important part of employment at The University of New Mexico. The process is not just about completing a form, it's about managers and employees making the most of an opportunity to engage in high quality discussions about performance, development and goals.

Although performance evaluations are encouraged to be more than a once-a-year process, Human Resources must ensure that staff performance evaluations are completed annually and at the end of a new employee's probationary period. See [UAP 3230: Performance Review and Recognition](#).

Importance of Employee Evaluations

Performance evaluations are one of the most important communication tools in your organization. It allows the employee and manager a chance to step back from the daily routine and check-in and reflect on the overall progress of duties, goals and expectations of organization roles. For the employee, it allows an opportunity to be proactive and engaged. For the manager, it provides a platform for feedback, recognition of quality performance, and addressing development in areas of concern.

The New PEP

Acknowledging the importance of the performance evaluation tool, Human Resources has implemented a new online process through the UNMJobs talent management system. The new format offers employees, managers and departments a more stream-lined and paperless process, allowing forms to be completed, routed and stored electronically. Benefits of the new PEP include:

- Populated personnel information and goals ease the transfer of information from year to year.
- Secured online access to your completed PEP year-round. No need to request a review of your personnel file.

- Central collection of PEPs through the system and into personnel files.

UNMJobs Talent Management System

UNMJobs is a talent management system that is more than just applying for jobs! UNMJobs will now house your performance evaluation process. Logging in with your UNM ID and password, both managers and employees will be able to access the PEP, complete goals and review tasks. Additionally, you can review your universal profile (showing your direct reports or supervisor), check for pending PEP tasks, and access other useful resources including the Employee Knowledge Base and payroll schedule.

Next Steps

The new online PEP will roll out this month. The first step for most employees will be to enter 2018 goals (from your last evaluation) to the new electronic version found by logging into UNMJobs. If you participated in last year's pilot project, your goals will already be entered.

Instructional emails on next steps for managers and employees are coming soon, as well as website information and job aids.

Questions about the process? Contact your [HR Consultant](#).



New Hiring Preference a Benefit to Veterans

UNM values the experience, commitment and discipline **military veterans** bring to the workplace. To help create a veteran-friendly institution, Human Resources has implemented the Veteran Hiring Preference Program.

What is Veteran Preference Hiring?

UNM will grant eligible applicants a minimum of an **initial interview** for certain staff positions that are posted competitively.

In order to qualify, veterans must meet the minimum requirements of the position, submit a copy of their DD Form 214 showing **HONORABLE** as the “Character of Service” for the most recent separation from the military, apply no later than the “For Best Consideration Date,” and follow all instructions included in the position posting.

Currently, only **regular staff positions** (with the exception of non-competitive and contract positions) qualify for the Veteran Hiring Preference Program. However, veterans are still encouraged to **apply** for other UNM employment, such as faculty or student positions, for which they are eligible.

The program is a **pilot** program to determine the effectiveness in increasing the number of veterans hired between Aug. 15, 2018 and June 30, 2019. Feedback will also be sought from hiring departments and utilized to enhance program **effectiveness** and efficiency. Visit the [Veteran Hiring Preference](#) webpage for more information.

Feeling Overwhelmed? CARS is Here to Help

Did you know as an employee of the University you have access to **free** services through Counseling Assistance & Referral Services (CARS)?

All regular full-time or part-time employees (as described in [Policy 3200: Employee Classification](#)), employee spouses/domestic partners, and retirees are all **eligible** to use services offered by CARS.

CARS clinicians can help you by providing up to eight sessions of individual or couples counseling, as well as supervisory consultations, referrals to other resources for assistance, Faculty/Staff training, workshops, presentations, critical incident debriefing, and crisis intervention.

CARS provides a **confidential** and accessible setting, strategically located on campus, where clients can freely discuss concerns that are **affecting** their personal lives or job performance.

Per [Policy 3750](#), CARS services can be **utilized** during your normal working hours as paid time off (certain restrictions apply. Please review the policy for specific details).

If you have any questions regarding the services CARS provides, or would like to **schedule** an appointment to meet with one of the clinical staff, call 505-272-6868, or find more information on the [CARS](#) website.

**Feedback on the HR
Newsletter? Send it to
hrinfo@unm.edu**



UNM Holiday Schedule 2019-2020

UNM holidays for 2019-2020 have been approved and can now be found under the [calendars](#) section of the Human Resources website.

Your Benefits

Financial Wellness Workshops - Sept 2018

HALFWAY THERE! RETIREMENT CHECK-UP

Thursday, Sept. 27 | 12-1 p.m. | Nursing & Pharmacy 257 (North Campus)

Friday, Sept. 28 | 12-1 p.m. | UNM Business Center 1016 (Main Campus)

Don't let **retirement** sneak up on you. Be ready for it! UNM Benefits and TIAA Consultants Julie Flores and Kevin Collins will help you assess where you are on the path to reaching your financial **goals** and show you **strategies** to get back on track if you're behind.

Discover how much you need to save, review different investment options, and learn ways to manage competing priorities to pursue the life you envision. These **free** sessions start at noon on September 27 and 28.

To register or attend virtually, visit the [Monthly Financial Wellness Seminars](#) webpage.



Benefits Tip Corner

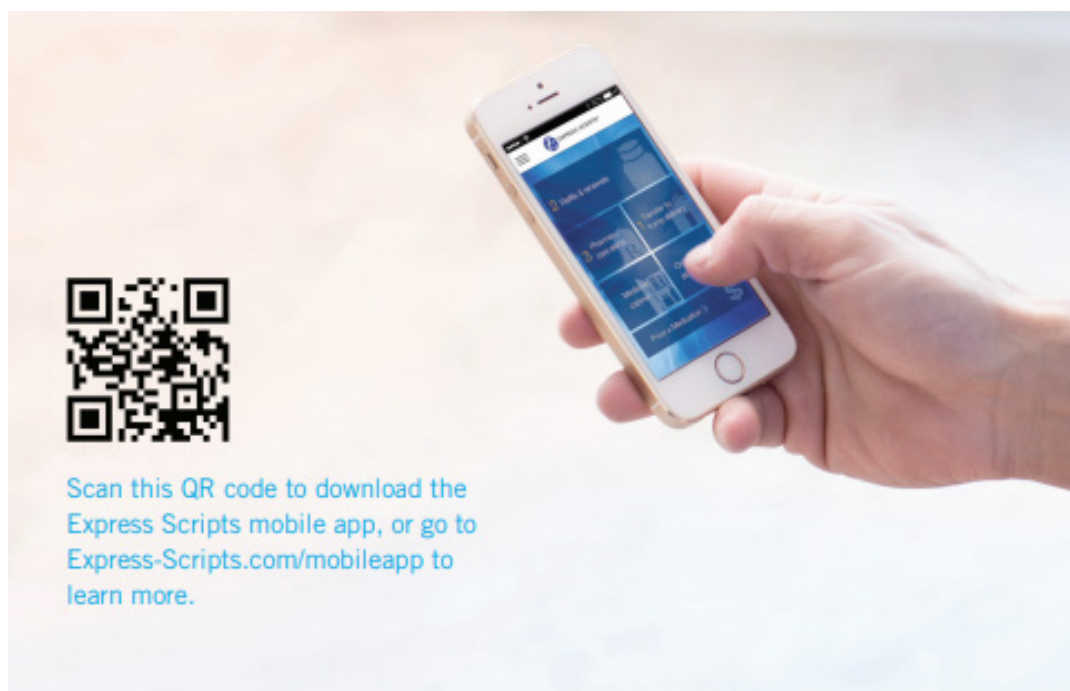
Free Express Scripts Prescription Drug Mobile App

If you are currently **covered** under the UNM Medical Plan, your coverage includes a prescription drug plan administered by Express Scripts. Express Scripts offers members the option to download a free Express Scripts mobile app to your smart phone to help keep track of your medications and much more!

From the Express Scripts app, you can easily and securely **access** your prescription drug information, order refills, review your prescription drug claims and history, view your Express Scripts Prescription ID card, or price a medication directly from your smart phone.

Download the Express Scripts app for your Apple or Android device, and log in with the same info you use to access your account on the [Express Scripts](#) website. If you have not yet set up an online account, select the **“Register”** tab in the app. For additional instructions, review the [Express Scripts Mobile App flyer](#) on the HR web site.

If you would like to learn more about the mobile app, log into your online account (or register) via the [Express Scripts](#) website and click on “Learn More” in the Express Scripts Mobile icon. You can also contact Express Scripts Member Services at 800-232-6549.



Onsite Health Checkups through Oct. 19

The Onsite Preventive Health Checkups are going on now through **October 19**. All active, benefit eligible faculty and staff enrolled in a UNM medical plan are eligible to earn a **\$200 premium credit** and spouses/domestic partners enrolled in the UNM medical plan are also eligible to earn a \$100 premium credit.

Appointments are going **fast**, sign up now! Schedule your appointment to learn your health status and receive your premium credit. For more information and to **sign up**, visit the [Preventive Health Checkups](#) webpage.



Step Challenge: Increase your Steps, Win Cash

The UNM Step Challenge is back! **Increase** your average steps to win a share of the pot in this 60-day activity challenge, **Sept. 11** through **Nov. 9**.

Register now and connect your step tracker or enter your steps manually using a non-supported device. **Track** your personal stats, or **chat** with your fellow walkers through the HealthyWage mobile app and dashboard. For more information, visit the [HealthyWage Step Challenge FAQs](#).

This is an individual challenge, but you can gather a team of coworkers, friends and family to join the step **challenge** for fun.

Register online for only \$30/month for 2 months (\$60.) Winners share the pot by increasing average individual steps by 25% or more! Last year, the pot grew to over **\$6,000!**

New This Year

Employee Wellness has added **fitness classes** led by Lauren Lewis on Thursdays during the challenge from 12 to 1 p.m. to help you increase your steps. Classes are an extra \$60 and are [tuition remission](#) eligible. Scan and email the form to wellness@unm.edu or fax it to 505-277-2278.

Employee Wellness is also raffling 25 **Fitbit** Flex 2 as part of the Step Challenge. Just register with [HealthWage](#) from **now** until August 31 to enter.

Get Moving

30-Minute HIIT with Weights

You up for a challenge? Then try this [HIIT workout](#) from trainer Anja Garcia. **Challenge** yourself even more and take it to the next level by using a set of medium free weights! **Grab** a bottle of water, a towel, and dumbbells if you want them, and get ready to work. Remember to take this at your own **pace**. You can do it!

Interested in customized wellness ideas for your work group? Contact [Employee Wellness](#) offer a **variety** of stretching and strength building classes, including Stretch Away Stress and Ergonomic Stretch Breaks for your group events or meetings.

"30-Minute HIIT with Weights." YouTube, uploaded by Employee Wellness 24 August, 2018, <https://www.youtube.com/watch?v=1GWnVoX3Orc>



Your Professional Development

Mandatory Training: Three Months & Counting!

When it comes to completing your annual **mandatory training**, it's sometimes difficult to find the time or feels repetitive. But it is important to remember that annual training empowers us with awareness that creates a safe, harassment-free environment.

All regular faculty and staff, temporary faculty and staff, on-call staff and student employees (including graduate students) are **required** to complete three trainings:

- SRS 0118 Basic Annual **Safety Training** 2018
- EOD 1018 **Intersections**: Preventing Discrimination and Harassment 2018
- EOD 481-18 **Active Shooter** on Campus: Run, Hide, Fight 2018

The deadline for completing mandatory training is **December 1**. The courses are currently available in your learning assignments in [Learning Central](#).

If you have reason for not taking the Intersections course, please contact OEO at 505-277-5251.

If you have reason for not taking the Active Shooter course please contact Deborah Kuidis, Industrial Security Officer, Provost Office, at 505-277-2058.



EOD Spotlight: Elevate Your Communication Skills

EOD is offering two great courses this month to elevate your communication skills in the workplace, whether you are a supervisor or an employee.

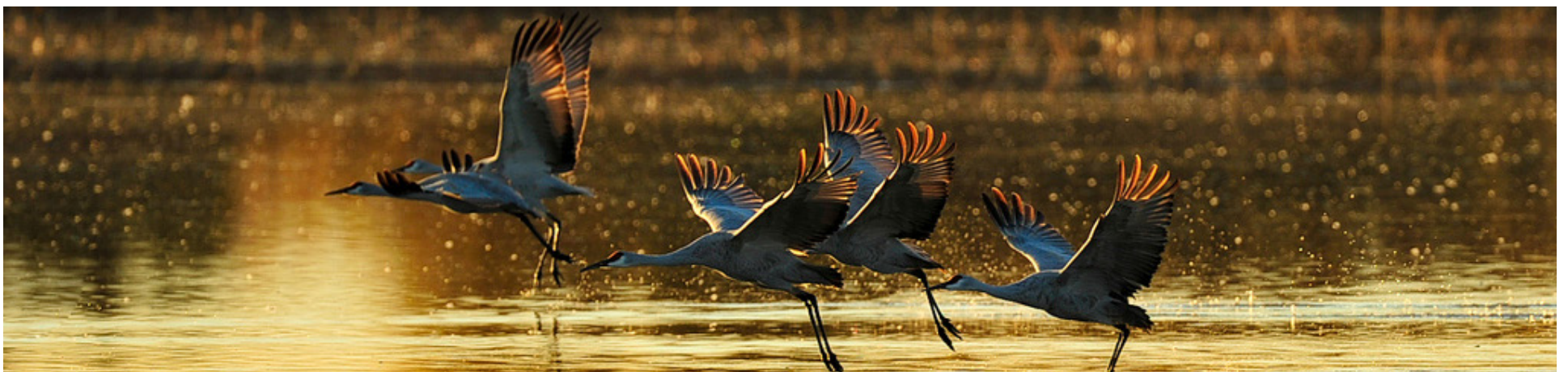
Communicate Effectively with Your Supervisor

Feel frustrated or insecure about talking to your boss? This course will help you **identify** communication styles that impart your ability to get your point across. Different supervisor styles will be discussed as well as learning ways to communicate effectively with them. It is highly recommended that supervisors and their direct reports not attend this class together.

Communicating for Leadership Success

Participants will discover interpersonal skills needed to mobilize and **engage** your staff members. Learning to effectively communicate will spark actions in others. The interaction skills in this session will teach leaders to handle the variety of **challenges** and opportunities encountered every day in the workplace. This course is offered in both instructor-led and online formats.

Check out the EOD calendar on Page 7, or log into your [Learning Central](#) for more details.





Employee & Organizational Development
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SEPTEMBER 2018

Monday	Tuesday	Wednesday	Thursday	Friday
Labor Day UNM Closed 3	Lobo U - New Employee Orientation 8:30 - 12:10 4	5	6	Banner Workshop for Advisors 9:30 - 12:30 LoboAchieve for Staff 1:00 - 3:30 7
Lobo U - New Employee Orientation 8:30 - 12:10 10	Department Time Entry 8:30 - 12:00 Conflict Management Skills 8:30 - 12:00 11	Communicating for Leadership Success 8:30 - 12:30 LoboTime Time Manager/Supervisor 9:00 - 11:30 The UNM Retirement Process: An Overview 10:00 - 12:30 12	ULead Fall 2018: People, Projects, and Positive Persuasion 8:00 - 5:00 Purchasing Process for Departments Lab 8:30 - 12:00 I want to retire - NOW 12:00 - 1:30 13	14
Lobo U - New Employee Orientation 8:30 - 12:10 Communicate Effectively with Your Supervisor 1:30 - 4:30 17	Mindfulness: Embracing the Present in Daily Life 9:00 - 12:00 18	Retirement 101 with NMERB 10:30 - 12:00 19	20	21
Lobo U - New Employee Orientation 8:30 - 12:10 24	Building Bridges Across Generations at Work 8:30 - 12:00 Purchasing & A/P Policies & Procedures 2:00 - 4:30 25	26	27	Banner General Person Certification 8:30 - 5:00 28

TRAINING

Register via the [Learning Central](#) website. For more information, including cancellation policy, parking and other EOD events visit the [EOD website](#).

Questions? Contact eod@unm.edu or call 505-277-1555.



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