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## Human Resources Advisor

June 2018



### Milissa's Minute

Summer greetings! As we wind down the current year, there is much to complete in the weeks to come. Most notably, we're excited to move toward a more holistic talent management approach for staff and want to remind you of a few items:

- Job Descriptions are transforming into Position Descriptions and will have more meaning to the evaluation process. As we prepare for annual Talent Review meetings, be sure to review your new Position Description to complete your self-evaluation.
- [Click here](#) to see the new Talent Management Review which is specific to each employee's position.
- Please note there is a new Rating Scale (also available on the [portal](#)). Keep in mind that ratings usually begin at three and may go up or down from the center point. Unlike University courses, a mid-score isn't indicative of average performance. Instead, a rating of 3 is defined as the employee consistently meeting and, at times, exceeding expectations and that requirements of the competency were met, goals and objectives achieved.
- A final reminder that Concordia has shown a commitment to offer a 3% increase to all full-time employees over most years in the past decade. Contrary to many business models, Talent Review time is not indicative of a season of merit increases. Instead, we have made it a goal to celebrate annually the contributions of the University team by being blessed with increases in January. This increase is never promised, but is always a goal of President Ries and his executive team.



As we move forward in the weeks to come, please be encouraged to focus on developing your individual strategic plan in collaboration with your supervisor. Let's

## Welcome Bethany Chan

Hello! I'd like to introduce myself as the new Talent Acquisition and Development Specialist in Human Resources. Outlined below are some of my duties and more information on how I can assist you!

**New hire process including position posting & all things NeoGov**

**Onboarding and Training/Development**

*(Watch for some exciting topics coming your way soon!)*

**Employee Engagement: Heads, Hearts, and Hands**

**Editor of the Human Resources Advisor**

If you're in our neighborhood, please feel free to stop in and say hello. I love to put a face to the email address. If you have any other questions on what I do here or if there's anything I can do to help, please don't hesitate to reach out: [bchan@csp.edu](mailto:bchan@csp.edu) | (651) 641-8224

## Susie Ries Partners with Marketing Students

Susie Ries, wife President Tom Ries, will appear on the **Home Shopping Network on Wednesday, June 20, between 8:00 and 9:00 a.m.** central time to promote her patented invention the Paint Behind®. The program may be viewed on most cable networks or at [HSN.com](http://HSN.com).

Susie invented the Paint Behind® as a solution for painting in tight spaces and it is currently being sold in stores nation-wide. We are especially supportive of Susie as her marketing plan was built in collaboration with a CSP student marketing class, taught by Dr. Nancy Harrower. As a focal point of her upper-level courses, teams of students participate in commercial marketing competitions or market analysis and planning assignments on behalf of various for-profit and non-profit entities. Students from Dr. Harrower's course have placed highly in scores of marketing competitions throughout the years she has been teaching the course.

We're proud of Susie and invite you to watch! We're equally excited about the contributions of Dr. Harrower and her students in this process!

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Looking for some short cuts to make life easier? Check out these nifty ideas from BuzzFeed's 20 Creative Office Hacks That Will Improve Your Working Environment:

1. Use a piece of clear tape to clean your keyboard of crumbs and debris.
2. Use a frozen wet sponge in a plastic bag to keep your lunch cold
3. Use binder clips pinned to a cork board to hold and organize more items

Check out [Buzzfeed - 20 Creative Office Hacks](#) for more ideas!

- Completed a degree? Started a degree? Took a professional development course? Let us know! We want to congratulate and keep your record and credentials current in your file.
- Performance Reviews: Due July 1
- Coming soon: Training Calendar – Topics: Time Management, Customer Service and more!

*Give generously to them and do so without a grudging heart; then because of this the LORD your God will bless you in all your work and in everything you put your hand to. Deuteronomy 15:10*

#### **HR Hours of Operation**

8:30 a.m. – 4:30 p.m.

Questions or comments regarding the Human Resources Advisor can be directed to:

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