

## Human Resources Advisor

May 2018



### Milissa's Minute



It is with great joy that I announce an addition to our Human Resources team. Bethany Chan, Talent Acquisition and Development Specialist, joined us on May 15 and we're thrilled to add her knowledge and expertise to our community! Having spent much of her career in Higher Education, she comes to us most recently from National American University where she was responsible for multiple operational areas offering service and support to students and employees alike.

Bethany's responsibilities will focus on employee engagement including, but not limited to:

- Support and guidance to hiring managers while maintaining oversight of Neogov for efficient talent acquisition
- Honing the university onboarding process
- Developing and delivering training programs
- Partnering with ETC to offer engagement opportunities
- Managing the talent review process

Please visit our office to meet Bethany and share ideas for further engagement as an employee of the University.

## Changes to Talent Management Reviews

Each year, we make it a priority to provide feedback to employees regarding their progress toward established goals for the year as well as reviewing strengths and opportunities for growth in the upcoming year.

It is now time for the 2018 Talent Management Review process to begin. We wanted to be sure you had the most recent information regarding the process for staff (the faculty process remains the same this year). Some highlights include:

1. We are moving away from Job Descriptions and toward Position Descriptions where employees who hold similar roles, have similar descriptions.
2. The Position Descriptions are more highly utilized in the Talent Management Review process.
3. The review process is changing significantly.

For more insight into the new process for staff, please speak with your direct supervisor and visit the HR Forms area of the CSP Portal at the following link:

<https://concordia.csp.edu/humanresources/forms-library/>

From there, please scroll down to the Performance Review Forms section. Be sure to also check out the Performance Rating Standard Explanations document.

## Tuition Exchange Benefit Update

CSP is a member of the Council of Independent Colleges Tuition Exchange Program, a network of CIC member colleges and universities willing to accept, tuition-free, students from families of full-time employees of other participating institutions on a limited basis.

We are pleased to pass on that CIC is developing a new online portal for the Tuition Exchange Program that will allow CIC-TEP liaisons to send and receive all student applications at a dedicated and secure section of CIC's website. This move to replace the cumbersome paper-based system is in response to suggestions from a number of campus TEP liaison officers who wanted an easier way to administer the program. It is expected that this enhancement will also persuade additional institutions to join, thereby making the program even more attractive to all participating institutions.

For more information, please visit <https://www.cic.edu/member-services/tuition-exchange-program> or check with our TEP liaison, Kelly Macik.

## HR Updates & Reminders

Are you a Thrivent Member or interested in becoming one? Did you know that through your membership, you have \$500 community dollars to allocate each year? Thrivent is a unique financial organization that helps people both be wise with money while being generous.

Thrivent Financial will be at Concordia on May 30 and will provide lunch and a presentation on Generosity Programs that their members have access to. These programs can be used to help the University, your church, your community or a cause you are passionate about! Come learn more from Emily Schmitz, Community Engagement Leader at Thrivent Financial. To be included, please RSVP no later than May 20th at this link: [Thrivent lunch registration](#).

**Wednesday May 30**

**12-1 PM**

**LOCATION: BEC**

**\*\*Lunch will be catered by Noodles and Company!**

Questions can be directed to Kelly Matthias, CALL Center or Milissa Becker, HR.