HR Monthly Meeting

March 31, 2021
AGENDA

- Farewell Announcement
- Staff Council
- COVID-19 Vaccine Clinic
- ePerformance
- Work Email for Personal Use
- Updated Approval Chain
Farewell Announcement

Jatata Cozart is leaving the university. Her last day is today, March 31st.
Spring Staff Appreciation
> Staff Excellence Awards
> Staff Scholarships
COVID-19 Vaccine Clinic

- Thursday, April 1st, 7:00am-4:00pm
- Church of Christ
- Register by end of day today, Wednesday March 31st
- Administrative leave will be granted for this university sponsored clinic, which includes the first and second dose.
Staff Performance Management Enhancements

Transition from Annual Appraisals to Progress Check-ins

The University of Missouri System’s new approach to performance feedback is grounded in the belief that frequent, honest conversations between managers and employees drive better performance and engagement. Progress check-ins are regular discussions that will happen three times a year:

- Discuss what is going well and what could be better.
- Check in on progress toward goals.
- Stay aligned on current projects.
- Agree on next steps.

In a performance-oriented culture, employees and managers are held accountable for whether goals and duties are accomplished throughout the year. Once a year, it is useful and valuable to summarize cumulative employee performance with an overall rating.

Highlights of the New Process
- Creates a culture of accountability and candor
- Clarifies and aligns objectives with university/unit goals
- Maintains a shared responsibility between supervisor and employee
- Identifies training and development desires and needs
- Emphasizes informal recognition
- Builds upon existing structures (e.g., competency models, institutional values, etc.)
- Measures and documents performance
- Provides flexibility to supervisors (e.g., academic calendar, budget cycle, personnel needs,ensus, employee work, etc.)
- Annual score aids in determination of merit

Implementation Timeframe
An abbreviated cycle will occur for FY21, during the first planned Progress Check-in period (April through July). This time period will be used to introduce the new model, deliver training, and log a cumulative rating.

The full process will begin with FY22, utilizing the following schedule:
- August – November
- December – March
- April – July (Rated)

More information: https://www.umsystem.edu/hr/hr/hrperformance-evaluation-resources

Audience
Benefit-eligible staff systemwide will participate in the new progress check-in process. Staff will be able to complete a self-review and managers will complete their assessment three times per year, with one rated assessment annually.

Progress Check-in Prompts
- Highlight Positives and Accomplishments
  - What have you achieved/completed since our last meeting?
  - What is working well and helping you meet your goals/objectives?
- Highlight Concerns and Growth Opportunities
  - Have you experienced any challenges in meeting your goals?
  - Do you have concerns or developmental opportunities?
  - Are there any changes to those goals that we should be considering?
- Next Steps
  - What are your next steps?
  - What assistance do you need to accomplish the steps?
In preparation for a new email policy, we want to encourage everyone to move any personal correspondence from their university email account to personal email accounts (examples include: bank accounts, social media, personal subscription services).
Updated Approval Chain

Non Academic Department Approval Chains
Job Opening
- Hiring Manager
- Department Head
- Budget Office
- Vice Chancellor
- Multiple Approvers (HR)

Job Offer
- Hiring Manager
- Department Head
- Budget Office
- Vice Chancellor
- Comp Review (Marcia Lane)*
- Multiple Approvers (HR)

Academic Department Approval Chains (includes all departments reporting to the Provost)
Job Opening
- Hiring Manager
- Department Head
- Dean's Office
- Budget Office
- Provost's Office
- Multiple Approvers (HR)

Job Offer
- Hiring Manager
- Department Head
- Dean's Office
- Budget Office
- Provost's Office
- Comp Review (Marcia Lane)*
- Multiple Approvers (HR)

*For any department that has concern in regards to the compensation, they have the option to include an additional compensation review earlier in the approval chain (right after the hiring manager).

**Please note some divisions may require additional approvals that are not listed on these chains.

***Counter offers must be submitted through offer approval chain.
Reminders

> Position Classification Questionnaires should still be sent to msthrsupport@mst.edu
> Temporary Position Number requests should still be sent to msthrsupport@mst.edu
> Hiring Exception Forms still need to be uploaded to the job in eRecruit. Please make sure to use the fully approved forms that include HR’s signature.
Reminders

Hiring Exception Form

Martin, Paige on behalf of S&T Human Resource Services
To: S&T Human Resource Services; Walden, Simone
Cc:

475 KB


Good afternoon,

Thank you for submitting the Hiring Exception form. You have obtained all the necessary signatures for this position.

Please upload the attached form under activities and attachments in eRecruit.

If you do not have a position number yet, please email the attached form to msthrsupport@mst.edu.

Let us know if you have any questions.

Thank you,

Human Resources

(573)341-4241 | fax: (573)341-4984

113 Centennial Hall, 300 W. 12th Street, Rolla MO 65409
hr.mst.edu
Questions?
Thank you for attending.

We appreciate all you do in support of our campus!