From: hrpartners-bounces@lists.uoregon.edu on behalf of Sandee Bybee
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HR Community of Practice Newsletter

Dear Partners,

Welcome to the inaugural HR Community of Practice monthly newsletter! We will use this forum as another form of engagement with you. Its primary purpose is to cultivate and grow HR expertise across the university. You will find selected personal and professional development opportunities with target audiences noted based on roles in the HR Community. There are also some quick tips, facts, general reminders, and job opportunities in the HR community.

This newsletter will continue to evolve as our HR Community of Practice evolves. Competencies for roles in the community will be introduced soon, and available training opportunities will be linked to the identified competencies. We hope this will allow you and your manager to identify the best way to spend your valuable training time. Competencies and definition of roles in the community will also allow us to further differentiate ways in which to engage our community members. Providing mutually beneficial engagement and support opportunities will assist us all as we continue to grow together, as a community, to serve the university's HR needs.

Finally, our hope is this newsletter will encourage discussion within the HR community. In that spirit, I wanted to reference President Schill's recent Open Mike, Tale of Two Universities. If you have not taken the time to read it, I would encourage you to. As CHRO, it called out a space where HR can have an impact in the workplace serving as a *paradox navigator*, which is described in a HR Certification Institute (HRCI) article titled "Wanted: HR Professionals Who Can Navigate Paradox." As you will read, "Navigating paradox requires embracing new tensions and encouraging dialogue that encourages organizational agility. Instead of focusing on "either/or", paradoxical thinking emphasizes "and/also" thinking to keep pace with change." Take time to read the Open Mike and the article describing an HR paradox navigator. Then stop by my office hours on February 6, send me an email, or give me a call, and we can talk about how we are and could be serving as paradox navigators for the University as an HR Community of Practice.

Mark Schmelz, CHRO

Personal & Professional Development

Upcoming Training and Informational Presentations – Check out MyTrack to explore professional development opportunities or to sign-up for the upcoming trainings listed below. The target audience is noted, and all are welcome to sign up and attend based on their specific work assignments and role.

TARGET AUDIENCE ALL COMMUNITY MEMBERS:

- **Talent Webinar: Position Description Tips and Tools**
  Friday, 01/31, 11:00-11:30am (MyTrack sign-up)
- **Onboarding Best Practices for HR Partners Part 2**, February 26, 2020 at 2:00 – 3:00pm in Lokey Education Room 176

TARGET AUDIENCE = ALL COMMUNITY MEMBERS WORKING WITH FACULTY

- **New Process for Faculty Pay Actions**
  Friday, January 31 at 3:00 - 4:00 pm and Thursday, February 6, 9:00 -10:00 am (MyTrack sign-up)

TARGET AUDIENCE = UNIT BASED HR PROFESSIONALS

- **Leave Laws in Oregon – A 2-Day Training (BOLI).** Tuesday February 11, 2020 and Wednesday, February 12, 2020 (9-4 each day) (MyTrack sign-up)
- **Conflict Resolution**, February 12, 2020 at Noon -1:00 pm (MyTrack sign-up)
- **Performance Management – Supervisor Development**, February 19, 2020 at 10:00-Noon (MyTrack sign-up)

TARGET AUDIENCE = ALL FACULTY AND STAFF

- **Wellness Seminar Series for Faculty and Staff** Previous wellness seminars are available for viewing on the Wellness Presentations Library
- UO Perks – Check out this page to learn more about opportunities for those who work at the UO.

Quick Tips and Facts

Tips for success in recruiting:

- Start planning your search timeline as soon as you submit your position description for review. Work backward from your proposed start date, and think about candidate notice periods, availability of your search committee members, holidays, etc. For a search timeline sample, email talent@uoregon.edu or contact your recruiter buddy.
- Creating an attractive, informative position summary is an art—for suggestions about what to include in this candidate-facing information, see the Position Summary section of our PD Guidelines document.
- Most departments are marking 20-25% of new hire tasks on their onboarding checklists in MyTrack complete. VP Student Life Administration has the highest completion of the onboarding checklist tasks in MyTrack, with 75% of the department tasks being completed. For more information about how to use this resource, see our Onboarding Resource Guide.

Approval timelines from most recent quarter

- We are currently taking less than a day on average to post jobs from an approved requisition.
- PD approvals are taking an average of 16.63 calendar days.

Fun Fact:

- UO has had more than 69,000 applications submitted through MyTrack since it was launched in October 2016 —4000 of those were submitted on a mobile application.

HR Community of Practice

The January HR Community of Practice meeting highlights are available on the **HR Community of Practice Meeting Highlights** webpage.

CHRO OFFICE HOURS – EMU FISHBOWL
Thursday, February 6, 2020 9AM – 10AM

Human Resources (HR) Community of Practice Meeting
Our upcoming meeting is scheduled for Wednesday, February 5, at 2PM in the Crater Lake Room North.

Orientation for New HR Partners
Thursday, January 23, 9AM-11AM, PeaceHealth North Building, HR Training Room 478 (MyTrack sign-up).

New Employee Orientation (NEO)
Tuesday, February 4, 8:15AM to Noon, Ford Alumni Center (FAC) Ballroom (MyTrack sign-up).

HR Community Job Openings

- Assistant Dean for Human Resources and Operations
  College of Arts and Sciences
- Associate Director of Human Resources and Administrative Operations
  Information Services

- Affirmative Action and ADA Specialist
  University HR, Employee & Labor Relations
- Classification and Compensation Analyst/Senior Classification and Compensation Analyst
  University HR