HR Partner Meeting – July 12, 2017

Table 1: New Employee Onboarding (Kaia Rogers)

We will discuss and get feedback on a draft supervisor/HR Partner Onboarding Checklist, the use of Orientation Partners and other general onboarding related feedback.

I greatly appreciated the robust discussion, great questions, and creative ideas from the HR Partners at the Onboarding table. We are making changes to the supervisor onboarding checklist and other onboarding materials based on the feedback and suggestions of the group. We also added a few items to our list of future resources we'd like to build, as time allows. We intend to roll out the onboarding resources and materials by the end of fall term for use by prospective and new employees, supervisors, and HR Partners.

Table 2: Faculty & OA Salary Increase Process (Sonia Potter)

What's working and what's not?

We had four people at our table from individual units. Our questions were about the salary increase process last year. What is working in the salary increase process and what is not? Our follow up questions was: Imagine if we had the most efficient and easy process for giving salary increase to faculty and OAs. What would that look like?

There was a general consensus that the spreadsheet process is working from their perspective. When asked about the effectiveness of Salary Planner we found that the units we were speaking with had only used spreadsheets. This told us that Salary Planner is in some cases only being used at the highest level.

There was concern that not all of the HR managers in the units received a copy of the notification letter for their personnel files.

Also, there was discussion about the exception level requirements and process. We need to be clearer in our instructions related to this process. We discussed potential changes in eligibility date so that the data in salary planner is more accurate when the review period opens up.

Table 3: OA Policy Q&A (Nancy Resnick)

New OA Employment Policies are here! Join us to have your OA policy questions answered.

1. How to inform OAs on OA policies?
    - Some may not have time to become informed
    - Some may rely on supervisors

2. How to help supervisors become informed?
    - Use specific terms (i.e. salary band)
    - Becomes more familiar
    - Use eye-catching info source –"What's New in HR"
    - Correlate with time of year (i.e. performance management or other policies as a focus)

    Idea: OA Policies Paper -> Version of Highlights
    (Note: best source is the web)

Table 3: OA Policy Q&A (Nancy Resnick) –continued

Onboarding discussion:

- Took time to get PDs approved
- Where already approved how to streamline
- PD changes – small changes vs. implications

Table 4: Supervisor Training (Bill Brady)

We are looking for feedback on how we can enhance supervisor training to better meet the needs of campus.

- Ways to bring a hybrid delivery model to supervisor training. Compliance and technical background info could be online and would need to be completed prior to in person training. In person training would be reserved for things that need to be talked through (e.g. giving performance feedback) via role play, table discussions, etc.
- Training should be dynamic to address the concerns faced by supervisors based on what is going on around campus.
- Need more feedback from units to determine areas to be covered by supervisor training.
- Should consider a leadership development program to build internal pipeline of campus leaders

Table 5: HR Partner Meetings – Format & Trainings (Jen Mirabile)

Discuss the current HR Partner meeting format and brainstorm ideas for changes and new trainings.

HR Partner Format Feedback:

- 30 minute updates/30 minute trainings – seem to work
- Face-to-face meetings are important
- Continue to record or create informational videos that may be helpful for future reference
- Only introduce new topics or new information –don't fill up the agenda just to fill it up
- If you have already discussed the topic include a handout for informational purposes –don't put it on the agenda.
- Run out of time – dismiss the group…..that extra time is so helpful to find in a day
- Q&A period can be good if the question relates to all departments. If it doesn't, ask the Partner to email or follow-up at the end of the meeting.
- Meeting Highlights – do help with reinforcement of information; are nice if you missed the meeting

HR Partner Training Presentation Feedback:

- Trainings are good; relevant information
- Add a page on the website for available trainings PowerPoint or Recordings
- Review CAS website to see if those resources could be utilized
- Keep these trainings broad in scope so they work for everyone.
- Other more specific trainings – schedule at a different time, i.e. PRF trainings once a quarter?
- Add trainings that are also good for any employee on campus – teamwork, the benefits of conflict.

Table 5: HR Partner Meetings (continued)

- Training Ideas:
  - Student Hiring
  - Student Hiring and Veteran's Preference
  - Professional Development
  - Search Related Trainings for GE & Students
  - Performance Management

Table 6: New Learning Module in MyTrack (Haley Ruddell & Ashley Malan)

Discuss new upcoming learning/Professional Development module in MyTrack, which will replace Making Tracks. Brief overview and feedback on process and functionality.

Our question was: "Should we have managers approve all learning activities? What criteria should we use to determine if approval is neccessary."

Participants did not think that we should require manager approval for all learning activities. The consensus was that if the activity had pre-requisite, incurred a cost to the department or required a significant amount of release time, perhaps the manager should be pulled in to sign-off.

The partners said they would like to continue to have the ability to self-select learning activities, and receive emails and announcements regarding upcoming learning opportunities.

Table 7: Attracting Candidates to Work at the UO (Marie Opsahl)

Talent Acquisition is interested in improving our ability to attract and excite candidates about working at the University. We'll discuss strategies that you have found to be the most successful in your department.

Here are the recommendations from our July meeting:

- Preventing Failed Searches:

  After several failed IT searches, one department decided to allocate a percentage of each person's FTE towards Professional Development. This is a way to retain current employees and allows them to pursue activities or projects they are interested in.

- Attracting Internal Candidates:

  Create an internal listserv for specific types of positions. When positions become available in that area it can be emailed out internally to employees who may be interested. Internal talent is not aware of other postings around the UO and would benefit from this type of notification. Currently, departments must use word of mouth to get the information out to possible internal campus candidates.

Table 8: HR Website (Sandee Bybee)

What works? What doesn't work? What do you need that you can't find?

- No specific complaints about existing website or difficulty finding things they need.
- Request for better coordination between HR and other departments such as payroll and business affairs. People expressed frustrations with having to move between depts. to complete tasks and not knowing when those transitions are happening.
- Suggestions given around form management and helping them know when they have outdated versions or reassuring them that they are using the most current versions.
- Requests for better search function on the website and would love if a search on the HR site would also include other UO sites.
- Would appreciate information about processes that include touch points with other depts.

Theme—provide more connection with other depts. also involved in employment processes especially for the HR Partners whose primary job is not HR.