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# HR Partners Meeting

## July 11, 2018

## MyTrack Trainings

### **Recruitment & Hiring: Offer and Onboarding: What Happens Next?**

Wednesday, July 18<sup>th</sup>, 9am-12pm

### **Recruitment & Hiring: Creating Effective Position Descriptions**

Friday, July 20<sup>th</sup>, 9am-12pm

### **Recruitment & Hiring: Recruiting for Success**

Wednesday, July 25<sup>th</sup>, 9am-12pm

### **Orientation for New HR Partners**

Monday, July 16<sup>th</sup>, 1pm-3pm  
HR Conference Room

### **Moving Towards an Inclusive Workplace at the UO**

Wednesday, July 18, 12-1pm  
Crater Lake Rooms North & South



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## AGENDA

- **Records Retention**  
*Presenter: Mahnaz Ghaznavi, Records Manager, Public Records*
- **HR Staffing**  
*Kaia Rogers, Sr. Director, HR Programs & Services and Strategic Initiatives*
- **HR Operations**  
*Sonia Potter, Director, HR Operations*
- **Talent Acquisition**  
*Nancy Nieraeth, Director, Talent Acquisitions*
- **Employee & Labor Relations**  
*Missy Matella, Sr. Director, Employee and Labor Relations*
- **Skype for Business**  
*Jared Haddock, Associate Director, HR Information Services*



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## HR Staffing Updates

- **Darsi Neff** is an HR Project Manager. This interim position will assist with a variety of new and existing HR projects.
- **Dan Currier** is an HR Project Manager. This interim position will assist with a variety of new and existing ELR projects.
- **Nicole Cartelli** is an HR Generalist for Recruiting. This interim position will assist with class/comp support and recruitment functions.
- **Jill O’Dea** has accepted the position as our new HR Learning and Development Manager.



# HR Operations

## Performance Appraisals

- *Working on a new way to report completions*

## Fall Term/Semester appointments

- *If you have not submitted these appointments, please get them in as soon as possible.*



# Talent Acquisition

## Staffing Updates

- Open searches: Classification and Compensation Analyst, HR Generalist for Recruiting
- Welcome to Nicole Cartelli
- Diana Sobczynski selected to CUPA-HR's Emerging Leaders cohort



# Talent Acquisition

## Web Page Updates

- Temporary employment
- Veterans preference
- TTF hiring process



# Talent Acquisition

## Projects and Workgroups

- Pro tem hiring process
- OA Compensation Band Structure update proposal





# Employee and Labor Relations

## ELR Updates



# Skype for Business

- To install Skype for Business:
  - macOS/Windows: [office.uoregon.edu](http://office.uoregon.edu)
  - iPad/iPhone: iOS App Store
  - Android: Google Play Store

- To get help:
  - UO Service Portal
  - Request help [here](#)
  - See our documentation [here](#)



## Questions and Answers



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## **Next HR Partner Meeting**

**Wednesday, August 1, 2018,  
2:00 PM**

**Location: Living Learning Center South  
& Performance Hall**