



One Community. Big Ideas.

HR Partners Meeting

September 5, 2018

MyTrack Trainings

Recruitment & Hiring

Position and Pay Actions

Monday, Sept. 10th, 9AM-12:00 PM

HR Training Room

Recruiting for Success

Thursday, Oct. 4th, 9AM-12PM

HR Training Room

Advanced Applicant Management

Thursday, Oct. 4th, 1:30 PM – 3PM

HR Training Room

Employee Assistance Program Orientation – MyTrack E-Learning

Communication Skills for the HR Professional Webinar

Tuesday, Sept. 18th, 11AM-12PM

Elder Care Connections:

Aging & Disability Resource Connection

Friday, Sept. 29th, 12PM – 1PM

New Employee Orientation

Tuesday, October 2nd

8:15AM – 12:00PM

Benefits Fair

Tuesday, October 2nd

10AM – 2:00PM

EMU - Crater Lake Rooms



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AGENDA

- **Best Practices for Responding to and Reporting Prohibited Discrimination**
Presenters: Missy Matella, Senior Director, Employee and Labor Relations
Darci Heroy, Associate Vice President, Chief Civil Rights Officer and Title IX Coordinator,
Office of Investigations and Civil Rights Compliance
- **OA Salary Bands Update**
Diana Sobczynski, Senior Compensation Analyst
- **OA & Faculty Salary Increases**
Missy Matella, Senior Director, Employee and Labor Relations
- **Performance Review Completion and Reporting**
Sonia Potter, Director, HR Operations
- **Fall Processing Timelines and Pro Tem Hiring Process**
Nancy Nieraeth, Director, Talent Acquisitions
- **OA Procedure Updates**
Annie Herz, Senior Employee Relations Coordinator, Employee & Labor Relations



Talent Acquisition

OA Salary Band Update

- Effective December 1
- Communication begins in September
- Website with new structure & FAQs



Employee and Labor Relations

OA and Faculty Salary Increases

- [Review Annual Salary Increase: Faculty & OA web page](#)



HR Operations

Performance Review Completion and Reporting

- New submission process
- Website with instructions: <https://hr.uoregon.edu/oa/oa-performance-management-overview/oa-performance-review-submission>
- Supervisors on record in Banner have access to the performance review submission form for their employees.
 - If you are entering on behalf of a unit or department for employees you do not supervise, input yourself into the 1-up manager spot to maintain access to the submission form



HR Operations

Performance Review Completion and Reporting

- Non-supervisors can submit reviews on behalf of a unit or department for employees they do not supervise. To do so, you must:
 - request access via email to mytrackhelp@uoregon.edu
 - input the employee's name and their supervisor of record's name in the appropriate spots
 - input yourself into the 1-up manager spot to maintain access to the submission form
- Reports developed in MyTrack to see who has been entered in your unit.
- Providing completion information submitted into old system to VPs and Deans in early September.



Talent Acquisition

Fall Processing Timelines

- Reminder about fall term starts: September 1 deadline has passed
- Submit offer cards and update candidate statuses ASAP



Talent Acquisition

Pro Tem Hiring Process

- New Instructional Pro Tem Hiring Process is live for fall



Employee and Labor Relations

Information Sessions OA Procedure Updates

Tuesday, Sept. 11th , 12:00-1:00, HR Training Rm

Thursday, Sept. 13th , 12:00-1:00, EMU - Swindells Rm

Register in MyTrack.

HR Partners

Questions and Answers



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Next HR Partner Meeting

**Wednesday, October 3, 2018,
2:00 PM**

**Location: Redwood Auditorium
Erb Memorial Union**