CHANCELLOR’S AWARD FOR EXCELLENCE

The Chancellor’s Award for Excellence is given to employees who best demonstrate exceptional competence, commitment and customer service. Congratulations on a job well done to the following awardees and the many others who were nominated.

STAFF
John Cahill, Service/Maintenance
Candace Agnew, Administrative/Professional
Mark Curry, Office/Technical

FACULTY
Janet Lauritsen, Research
Sheilah Clarke Ekong, Service
Edward Bennett, Excellence in Teaching
Patricia Rosenthal, Academic Non-Regular
Donna Wadsworth Brown, Part-time Faculty
Natalie Bolton, Gitner Award

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for June was Candace Agnew. Candi is an Executive Staff Assistant III in the Chancellor’s Office. Candi was chosen for the “Superb Communicator” award. Comments made about Candi included, “Candi listens to not only what is being said, but also hears what is not being said, particularly in her face to face communications.” “She has honed the skill of reading between the lines in both written and verbal communications.” “Candi possesses the self confidence and easy personality to be able to talk to anyone and to communicate with them at their level while maintaining the integrity and confidentiality necessary to the situation.”

The UMSL Riverstars Employee of the Month winner for July was Julia Gleason. Julia is an Administrative Associate in the Touhill Performing Arts Center. Julia was chosen for the “VIP” (Versatile, Innovative, Productive) award. Comments made about Julia included, “Julia is always positive and upbeat and is a great cheerleader for the university and the Touhill.” Julia is always in a good mood and always has nice things to say about working at the Touhill.” In her daily interactions with the staff, students, volunteers and clients of the Touhill, Julia exhibits an encouraging and upbeat attitude.”

Candace and Julia received $125 gift certificates, commemorative plaques, and automatic nominations for the Chancellor’s Award for Staff Excellence.
VOLUNTARY RETIREMENT PLAN INFORMATION MEETINGS

On September 6, 2012, UM, Fidelity, and TIAA-CREF representatives will be on campus to present information about important changes to the UM Voluntary Retirement Plans (403b, 457b, and 401a tax deferred investment plans). Meetings will be held at 10:00 am and 1:00 pm in Room 402 JC Penney Conference Center. Current participants and all employees who are interested in saving and planning for retirement are strongly encouraged to attend.

Please plan to attend one of these meetings. Representatives will be available for one on one walk-in consultations on September 6th and scheduled consultations on September 7th in Rooms 403 and 404 JC Penney Conference Center. Questions? Visit our website at www.umsystem.edu/totalrewards/retirement or contact Joann Westbrook at ext. 5639.

WELCOME NEW EMPLOYEES

- Jared Alexander, Coordinator, Game Operations, Athletics
- Michael Bates, Syst Admin Specialist, IT Operations
- Laura Conrad, Patient Svc Representative, College of Optometry
- Steven Hickey, Mechanical Trades Specialist, Facilities
- Brian Kuhn, Syst Supp Analyst-Entry, IT User Services
- Kara Labeled, Mental Health Professional, CAC
- Lisa Liggins-Chambers, Psychologist, Psychology Services
- Gregory Little, Coordinator Bldg. Operations, KWMU
- Nancy McGuire, Administrative Manager, College of Optometry
- Dennis Mullen, Manager Facilities Services, Facilities
- Collin Robinson, OSSII, College of Education
- Jennifer Vorachack, Psychologist, Psychology Services

PROMOTIONS/TRANSFERS

- Kathryn Deeken, from Temp Student Asst to OSSII, CAC
- Debra Garcia, from Admin Assoc, Economics to Office Supervisor, Social Work
- Richard Herberts, from P/T Announcer to IT Specialist, KWMU
- Jon Hinderliter, from Mgr Web & Electronic Communications to Asst. Director, Univ Communications
- Shira Patterson, from P/T OSS to Cashier/Ticket Sales, PAC
- Glenda Simms, from OSSII to Administrative Assistant, Child Advocacy Center
- Helen Ward, from Administrative Assistant to Coord. Prog/Proj Support, Student Affairs
- Mikhail Yelenskiy, transfer from Columbia to Custodian, Custodial Services
SIGNIFICANT SERVICE MILESTONES FOR
JUNE & JULY, 2012

In conjunction with the introduction of the University’s new service awards program, many departments are holding small recognition ceremonies for their awardees. Here, Susan Bateman, Academic Advisor in Continuing Education receives a cake from her coworkers to celebrate her 5 years of service (left to right seated: Sue Bateman and Teri Furlow — left to right standing: Brenda Cabrera, Melissa Hattman, Barb Brown, Marsha Miller, Tami Davenport).
**E-RECRUIT MANAGER SELF-SERVICE TRAINING**

The PeopleSoft eRecruit system was implemented 6 months ago for staff recruitment. If you are a new manager or if you would like a refresher training on the new system, please sign up through myLearn for one of the sessions listed below.

- **Thursday, September 13th** from 9:30 am to 11:30 am in JCP 65
- **Wednesday, September 26th** from 2 pm to 4 pm in JCP 65

Enroll in a session at **myHR -> Personal Information -> HR Training-myLearn->log in**
Click on CATALOG, then “UMSL Instructor Led Training.”
Select “eRecruit – Manager Self-Service Training” and click the Launch icon. Select your session and click the “Enroll Me” button.
For questions, contact Tara VanDeVoorde at ext. 5258

If you need to access a manual for how to create a job posting, how to view applications, how to status candidates, or how to create a job offer, visit [https://doit.missouri.edu/training/peoplesoft/HR91/](https://doit.missouri.edu/training/peoplesoft/HR91/)

**PERKSPOT—CLICK AND SAVE**

This past spring, Human Resources launched an employee discount portal online called PerkSpot.

As an UMSL employee, PerkSpot is now your personal online savings resource – a place to find discounts and rebates on goods and services from many of the best known brand names in the U.S – online and off, nationally and locally. From any internet connected computer, 24/7, go to the UMSL PerkSpot site ([http://umsl.perkspot.com](http://umsl.perkspot.com)) and follow the step-by-step instructions to register.

Once you’ve registered, all you have to do is login for access to a wide array of discounts – many of which are updated daily and weekly! PerkSpot’s savings are convenient and valuable – from everyday purchases like groceries to special purchases like family vacations or auto insurance. Better yet, we’re working to provide more local discounts from local retailers, restaurants and service providers!

If you know of a company that would like to provide a discount to UMSL employees or are contacted by a local merchant please refer them to either Erik Smetana ([erik@umsl.edu](mailto:erik@umsl.edu)) or Tara Vandevoorde ([tara@umsl.edu](mailto:tara@umsl.edu)) so we can work with them to add their services to PerkSpot.

**SUMMER METRO PASSES**

The campus is currently selling discounted Summer Metro passes to University employees. Passes can be purchased in the Cashier’s Office (285 MSC) for a reduced fee of $55 with payment by check, cash or debit card. With this pass you will have unlimited access to Metrobus and Metrolink service during the 2012 Fall Semester. You must sign the back of the pass and have your employee id in order for the pass to be considered valid. Additionally, the dates of validity on the pass (August 13 through December 24, 2012) must be legible.

As a 30-day pass purchased directly from Metro costs $72, this semester-long pass represents a significant cost savings.

If you have additional questions or concerns, please contact D’Andre Braddix at braddixD@umsl.edu
PERFORMANCE APPRAISAL TIME

In 2010 University policy was revised to require that all staff employees receive annual performance appraisals. Chances are that you received your last performance appraisal about a year ago, so you should be expecting one again soon. Often supervisors and employees are reluctant to engage in the performance appraisal process. Still, performance appraisals have great value. Not only does a performance appraisal provide a forum for communication between you and your supervisor about your performance and your future development, but it can be an important reference if you decide to look for another position, internally or externally, and can provide essential functional and performance information in the event of organizational restructuring. Of course, there is always the security of knowing how you are doing on the job and what you need to do to improve.

To make the performance appraisal process easier for everyone involved, we suggest that you consider completing a self-appraisal form and submitting it to your supervisor. Use the opportunity to let your supervisor know how well you have been doing, what contributions you have made, what you are good at and how you want to develop. If you have been struggling with your work, it is also your chance to acknowledge that, and to ask for help.

The Human Resources website contains short and long performance appraisal forms. Since it is important that you and your supervisor have a consistent format for discussion of your performance, you should agree with your supervisor about which form to use before doing your self-appraisal. Performance appraisal forms may be downloaded from [http://www.umsl.edu/services/hrs/forms.html#perfmgmt](http://www.umsl.edu/services/hrs/forms.html#perfmgmt). You may find ratings definitions at [http://www.umsl.edu/services/hrs/files.Forms/Performance_Management/UMSL_perf_def.pdf](http://www.umsl.edu/services/hrs/files.Forms/Performance_Management/UMSL_perf_def.pdf).

To facilitate the performance appraisal process, we recommend using our web-based performance appraisal form. This form allows management and staff to complete the form electronically and generates a PDF of the completed review which can simply be e-mailed to HR by the supervisor upon completion of the performance appraisal meeting. The online performance appraisal tool is located at: [https://apps.umsl.edu/webapps/ITS/HR/](https://apps.umsl.edu/webapps/ITS/HR/). Completed evaluations can be submitted by e-mail to: perfeval@umsl.edu.

EXIT INTERVIEW REMINDER

Employees who have given notice that they are leaving the University are encouraged to participate in an exit interview. The goal of the interview is to understand the reasons for an employee’s departure in order to identify opportunities for improving the employment experience at UMSL and to collect statistical data to help with recruitment, retention, and employee development efforts. Specific individual information shared by employees in exit interviews is kept confidential by Human Resources unless employees give permission to share it with management. Employees who resign can choose to have an in-person exit interview or complete their exit interview online. For information about the exit interview process or to arrange a face to face exit interview, please contact Erik Smetana at ext. 5381 or TaraVanDeVoorde at ext. 5258.
WEIGHT WATCHERS IS ALIVE ON THE UMSL CAMPUS!

Although no longer sponsored by the University, Weight Watchers at Work is still recommended as a weight loss program. A dynamic group of staff and faculty continues to meet weekly on-campus! Meeting times are Tuesdays from 11:30 am-12:30 pm in 225 MSC. The cost is $39.95/month and includes free access to E-Tools, an on-line resource to help with your success. For any questions or interest in the program, contact Teresa Balestreri at ext. 5002 or tkb@umsl.edu.

EMLOYEE VOLUNTEER PROGRAM

In the first year of the Employee Volunteer Program nearly 70 UMSL staff members participated in the program or 7% of eligible employees. Service was provided to over 25 non-profit organizations in the Greater St. Louis area and over 375 hours were donated. As of July 1, 2012 all full-time employees have been given another day (8 hours) to volunteer. The database includes several new organizations and the calendar of opportunities continues to grow. The Employee Volunteer Approval Form has been updated and a copy now is forwarded to Volunteer Services prior to volunteering. This will assist us in community relations and will document employees working off campus. If you have questions regarding your volunteer service or need suggestions, Elizabeth Pawloski is available to discuss specific ideas or organizations. Group activities can also be scheduled for employees desiring to volunteer together.

Volunteer Services has moved again. We hope you will visit us in our new office at 144 Woods Hall.

HEALTHY FOR LIFE

For all of the latest wellness events, classes or information, visit www.wellness.umsystem.edu. Information on flu shots and health screenings will be posted on this site in early September.

If you are interested in providing an educational wellness presentation for your department they can be customized to meet your needs. Contact Campus Coordinator Ryan Claus at ClausRY@umsystem.edu or Program Manager, Jenny Workman at WorkmanJL@umsystem.edu. If your interest is in stress reduction, contact Dr. Lynn Rossy at RossyL@umsystem.edu.

WEIGHT WATCHERS IS ALIVE ON THE UMSL CAMPUS!