The Department of Human Resources supports UMSL’s commitment to research, teaching and service in order to meet the educational, professional, economic, and community needs of the Saint Louis Metropolitan Area through a variety of strategic, operational, and consultative activities designed to recruit, retain, and develop a diverse group of employees who are dedicated to the accomplishment of that mission.

Clear Sense of Priorities
We always act in the best interest of the campus and the university. We strive to address the needs of our customers in the context of the larger organization, its goals, policies, and practices. We believe that we can achieve happy, loyal, and productive employees while keeping an eye on the mission and strategic priorities of the campus, the university and, ultimately, on the financial bottom line.

Sound Decision Making
Our decisions and advice are based on research guided by tried and true principles, verifiable data, observation, experience and precedent. To that end, we collect statistical information and maintain databases and detailed records on our workforce, the surrounding area, and comparator institutions. We expect that policy and law will form the foundation for many decisions. We interpret and apply those with an eye fixed firmly on the well-being of the organization and the intentions of those who developed them.

Integrity of Purpose
We try to observe the highest standards of professional ethics in everything we do, and we treat others as if they are doing the same, always trying to keep them focused on doing things for the right reasons. We believe that as long as we continue to exercise good ethics and good moral values in our decisions and counsel, we will do what is best for the organization and for our employees. We respect the confidence of our customers and the confidentiality of the information with which we are entrusted. We recognize that the credibility of the campus and the trust of our employees hinge on our integrity.

Credibility without Pretense
We have confidence in our knowledge and experience and that the services we provide are beneficial to our customers. We count on departments and individual employees recognizing and relying on our expertise to guide them in making decisions which further their objectives. In the same sense, we respect and accept the professional expertise of other departments that we rely on for operational and technical advice.

Commitment to Excellence
We are committed to continuously improving the quality of the services we provide. We recognize that the continuing success of the organization and the welfare of our employees are directly tied to that commitment.

Equality and Diversity
We are privileged to be the gatekeepers for the fair and equal treatment of our customers. We refer special concerns to the Office of Equal Opportunity but view the prevention of favoritism and discrimination as our serious obligation. We value and promote the different perspectives and ideas that come from diverse backgrounds, knowledge, culture, and experience.
UMSL is ranked 14th nationally in a survey of “Best College and University Civic Partnerships.” The survey measures economic, social and cultural impact on metro regions.

UMSL was one of 115 colleges and universities selected by the Carnegie Foundation for the foundation’s 2010 Community Engagement Classification. The classification recognizes exceptional collaboration between institutions of higher education and their larger communities for the mutually beneficial exchange of knowledge and resources.

UMSL received a TOP 50 Award from the St. Louis Regional Commerce & Growth Association for its contributions in “shaping the future of St. Louis.”

More than 48,000 of our alumni live in the St. Louis area. That means UMSL has the largest university alumni population in the region, according to the St. Louis Business Journal. Annually, they earn $3 billion, which is about $1 billion more than they would earn without their college degrees.

The Des Lee Collaborative Vision at UMSL links 37 professors to more than 100 community partners and projects benefiting more than 500,000 people annually. It’s the most comprehensive university-community partnership program involving endowed professors in the country.

UMSL is home to NPR affiliate St. Louis Public Radio | 90.7 KWMU. The station, which was founded in 1972, reaches 445,000 people each week in the bi-state area.

Express Scripts is the largest corporation in the country with its headquarters located on a college campus. Express Scripts has 2,500 employees working on the UMSL campus.
Your FIRST DAY WEEK MONTH 6 MONTH

It’s about Time!
WITHIN YOUR FIRST WEEK:

Meet with your supervisor to review and discuss:

1. Your job description, essential duties and responsibilities, and how they fit into the work unit’s objectives.
2. Your department’s goals and mission.
4. Training needs and key people you should meet.
5. Professional ethics and confidentiality practices, if applicable.
6. Review how to handle and report on-the-job accidents/injuries.

Familiarize yourself with your department:

1. Learn more about your department’s structure, administrative and operations procedures, manuals, and protocols by initiating conversations with your supervisor, peers, and by reviewing any other materials available in your area.

Familiarize yourself with office processes:

1. Using campus services, as appropriate: telephones (e.g., voicemail, call forwarding, how to handle messages for others, etc.).
2. Using the computer network (e.g., e-mail, myHR, Time & Labor, the UMSL homepage, Human Resources website).
3. Using campus mail and U.S. mail processes for your department.
4. Using office equipment (computers, copiers, fax machines, etc.)
5. Knowing the no-smoking policy in campus buildings.
6. Using Time & Labor and your reporting responsibilities, as well as the consequences of failure to report time appropriately.
7. Reviewing pay-dates, the direct deposit process, and items generally withheld from gross pay so payday holds no surprises.
8. Knowing about expected work schedule, meal and break periods.
9. Knowing about overtime and shift expectations.
10. Requesting scheduled time off (personal, sick, or vacation time) and limits during the first six months of employment.
11. Requesting unscheduled time off (whom and when to call in; requirements to document the need for absence)
12. Reporting to work in cases of inclement weather.
13. Requesting to leave the job site during work hours.
14. Understanding the six-month probationary period, as well as how and when your performance will be evaluated.
15. Reviewing work-unit expectations about access to and use of department resources: phones (e.g., no personal long distance calls), copiers, etc.
16. Obtain your university ID.

Obtain your TEMPORARY parking pass

1. Complete your “NEW HIRE” paperwork

Attend the UMSL New Hire Orientation

(see advantage of the opportunity to request a mentor)

ENROLL in benefits

(within the first 30 days of hire)
WITHIN YOUR FIRST MONTH:
Meet with your supervisor to review and discuss:

1. Enroll in benefits within the first 30 days from your benefit eligibility date or your date of hire. If you have any questions, contact your Campus Benefits Representative, 516-5639.
2. Review department-level work rules, how-to manuals, etc.
3. Complete the online Preventing Sexual Harassment Program within your first 30 days.
4. For those supervising others, it is mandatory that you also complete the online Preventing Employment Discrimination training. All other university employees are expected to take the course also.
5. For questions about the training or the university’s policies and procedures regarding discrimination, contact the Office of Equal Opportunity and Diversity.
6. Familiarize yourself with the campus - take advantage of the Mentor Program! A mentor can be very helpful in doing this. Contact a member of the Training, Employee Learning, and Organizational Development staff (staff list available here).

WITHIN YOUR FIRST 6 MONTHS:
Meet with your supervisor to review and discuss:

1. Regularly meet with your supervisor to set goals, review your performance and continue to seek his/her feedback.
2. Identify learning and professional development opportunities. Discuss with your supervisor what the appropriate opportunities may be.
3. Get involved with the campus community. Talk to your supervisor and co-workers about campus groups, publications and other professional activities and resources that are available that might be of interest to you. There are organizations listed on the university’s website.
**Who is a MENTOR?**

A MENTOR is any full-time staff member who has a direct interest in helping new employees acclimate to the university environment. To qualify, a MENTOR must:

1. Have one (1) year of service.
2. Have his or her supervisor’s permission to participate in the program.
3. Attend a brief training program provided by Human Resources.
4. Be an employee in good standing with no disciplinary actions in the last two years.

Mentors will be matched with a new employee outside their immediate work unit, but in their same job classification.

**Who is a Protege?**

A protege is any newly employed full-time staff member who is interested in developing a mentor/protege relationship.

**MENTOR’s Role**

A MENTOR’s role is to be a “friend” on campus. You may be an advisor, positive role model, or an advocate. No matter what role the MENTOR is playing, it is important that he or she maintains the commitment and responsibility that is required including:

1. Encourage growth and success of the protege.
2. Help the protege develop confidence and motivation.
3. Let the protege know about development, social, or recreational opportunities on campus.
4. Support and actively listen to the protege, providing guidance and referrals to campus resources when requested.
5. Be available to the protege to talk about their successes and/or challenges.

A MENTOR is:

1. Able to encourage and motivate others.
2. Respectful of others in the University community.
3. Committed to maintaining a positive attitude.
4. Willing to share knowledge and experiences.
5. Patient and a good listener.
6. Dedicated to participating in the Mentor program.

For additional information on the employee MENTOR program, please contact a member of the Training, Employee Learning, and Organizational Development staff (staff list available here)

To be a part of this awesome opportunity and life changing experience click here to apply as a MENTOR.
Thank you and good luck!