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Management Update - May 2008

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Student Employment Hiring Now Open

Departments may now hire student employees for any of the following terms: Summer 2008, Fall 2008 and the Fall 2008/Spring 2009 academic year. Upon successful completion of the online hiring process, the student and supervisor will receive a confirmation e-mail indicating the student may begin work. Keep in mind that there may be a gap of several weeks between the time a student accepts the job and when they are eligible to begin work, in accordance with the [credit hour enrollment policy](#). Please direct any student employment questions to CampusWorks@kent.edu.

Feedback on December Holiday Schedule

Be sure to check Monday's edition of *e-Inside* for results from the employee survey on the trial holiday schedule that was implemented last December. There will also be an announcement about the holiday schedule for December 2008.

New Hiring Guide Gets Rave Reviews

In January the Talent Acquisition (formerly Employment) unit of Human Resources introduced a Staff Hiring Process Guide. The [online guide](#) is designed to be a user-friendly tool with guidelines for individuals responsible for hiring classified or unclassified employees at Kent State. The guide is turning into a great resource for hiring officials and getting positive reviews, according to a recent survey of employees who have used the publication. According to the survey results:

- 75 percent of respondents have viewed or used the guide since January.
- 100 percent found the guide to be beneficial.
- Respondents rated the guide "very good" in terms of how the information is organized (64 percent) and usefulness of content (64 percent).
- The majority of respondents (91 percent) prefer the online format to a paper copy.
- 75 percent said they would probably use the guide several times during the next year.

The guide is designed to serve as a supplement to working with one of the employment specialists in HR. This is an evolving document that will be modified and updated as needed, often from suggestions from its users. If you are not familiar with the Staff Hiring Process Guide, please take some time to review it before beginning the hiring process for any new employees. For questions, contact the Talent Acquisition office at 330-672-2100 or **Joe Vitale**, director, Talent Management, at jvitale1@kent.edu.

Who's on the 20-Year Club List?

The annual Twenty-Year Club service awards program will be held on Thursday, **June 12**, in the Kent Student Center Ballroom. This year 47 staff employees will be recognized for 20 years of continuous service. Details on the dinner, program and tickets will be sent out this month; you can also [view the information online](#).

Please take a few minutes to view this year's [list of inductees](#). If members of your staff are honorees, please make some time to recognize them for their achievement and encourage others in your unit to do the same. For questions, contact **Sandra Cole** in Employee Relations at 330-672-7501.

Update on Workplace Ethics Training

"Workplace Ethics" is an online, interactive training course that will play an important role in ensuring that all members of the university act in a way that meets or exceeds the university's ethical standards. The course has been in development for several months and was recently introduced to members of the President's Administrative Council and Cabinet, where it received full support.

Workplace Ethics training has been selected as one of several mandatory courses that must be completed by all Kent State supervisors, lead workers, managers and executives as part of the 2008-09 performance year. While it will be mandatory for employees in these groups, all faculty and staff will benefit from the training and are encouraged to complete the course.

The training module will be available to all university employees in early July. Prior to that, you may be part of a group of managers and administrators who will be invited to attend a one-hour informational session. The purpose of the sessions, which will be held on the Kent Campus and at each Regional Campus, is to preview the ethics training module and to make sure managers understand their role in supporting this initiative. If you receive an invitation, please make every effort to attend one of the sessions. For questions, contact **Bob Hall**, manager of HR Training and Development, at 330-672-0894 or rhall4@kent.edu.

Updates Made to University Policies

At its April meeting, the Kent State Board of Trustees approved amendments to several policies, to add military status as a protected class. This was done in order to comply with Ohio law. The amended policies are:

- [Policy 3342-6-02](#) – University policy regarding equal opportunity;
- [Policy 3342-6-02.1](#) – Administrative policy and plan regarding affirmative action;
- [Policy 3342-6-03](#) – University policy regarding unlawful discrimination and harassment;
- [Policy 3342-6-03.1](#) – Administrative policy and procedures regarding complaints of unlawful discrimination and harassment.

The amendments will be added to the University Policy Register as soon as they are posted with the state. For questions, contact Michael Pfahl, assistant university counsel, at mpfahl@kent.edu.

Performance Evaluation Reminder

Don't forget that performance evaluations for *classified* employees must be completed and submitted to HR by **May 16**. Performance evaluations for *unclassified* employees will take place between **May 1** and **June 16**. Academic and administrative leaders, unit managers and supervisors will receive a memo via e-mail with detailed information on the process.

Anyone who is new to the evaluation process for unclassified employees is encouraged to attend a three-hour training session. The session will focus on creating a development plan and other strategies to make the performance evaluation more meaningful, along with hands-on training for the online evaluation process. A one-hour refresher course will also be offered for managers, to demonstrate how to use the online evaluation system.

The complete list of dates and times for all training sessions is available at

www.kent.edu/hr/register. Registration can also be done from the same site. For more information on the classified or unclassified performance evaluations, contact employee relations specialist **Karen Watson** at 330-672-4636 or **Connie Crowley** at 330-672-7505.

End of Semester Reminders

As the spring semester draws to a close, please be aware of the following deadlines:

Online Telephone Listings

All managers are responsible for ensuring their unit's information is correct in the online directory, available to the public at <http://kentstate.kent.edu/phonedirectory/>. In order to provide the university community with the most complete and up-to-date print and online directories, University Communications and Marketing (UCM) is asking each key manager or designated representative to update the preferred, enhanced listing for his or her respective office or department by **Friday, June 27**. Although updates to departmental listings in the online directory can occur at any time, **only those department updates made by June 27 will be reflected in the printed directory.**

If this will be your **first time participating in the online department updates**, please go to the Quick Link on the UCM home page at <http://www.kent.edu/ucm/SolutionsServices/OnlineDirectoryDepartments.cfm> and follow the directions. For those who **participated last year in the department updates**, the same URL and passwords apply. If you have forgotten that information, visit the Web site listed above and follow the directions.

Managers should also note that Kent State offices will need to coordinate the entry listings for nonuniversity offices or offices in other cities, with which they are affiliated (e.g., Urban Design Center, the Columbus programs, etc.).

Calendar Information

If you would like to have your department's events included in the university's printed promotional calendar for 2008-09, be sure to enter them in the e-calendar by **June 9**. The events appearing in the printed calendar, as well as *Kent State Magazine* and marketing communications throughout the year, are generated from information posted to Kent State's e-calendar, which is available at www.kent.edu/ecalendar.

If this will be your first time posting event information via the Web, contact Web manager **Lin Danes**, at ldanes@kent.edu or 330-672-8532. She will establish an e-calendar user account for you and provide training about posting information.

Those individuals with an existing user account will need to log in at <http://kentstate.kent.edu/ecalendar/admin/>. If you've forgotten your password, e-mail Danes or **Ramona Stamm**, publications coordinator, at rstamm@kent.edu.

Although space limitations do not allow all items to be listed in the printed calendar, every effort will be made to include major events open to the university community.

Parking Permits

Renewal for faculty and staff parking permits is currently available online. All full- and part-time employees with a current permit can renew online; applications will not be mailed to employees. **May 16** is the deadline to renew your parking permit and use the payroll deduction option; current parking permits expire on **June 7**.

New hires, temporary employees and those with limited contracts must register and purchase a

permit in person at the Parking Services office. Employee documentation is required to purchase a permit.

Please make sure your staff is aware of this information, and direct them to [the Parking Services Web site](#) for additional information and to renew their permit.

Dates to Remember:

- **May 4** May 4 Remembrance Day
- **May 8** Spring Doctoral Commencement Ceremony, 6 p.m., Kiva. For more information visit the [Commencement Web site](#) or call 330-672-2235.
- **May 9** Spring Commencement at Regional Campuses; for times and more information, contact individual campuses.
- **May 10 & 11** Spring Commencement at Kent Campus. Two ceremonies on May 10, at 10 a.m. and 2 p.m.; one ceremony on May 11, at 10 a.m. For more information, visit the [Commencement Web site](#) or call 330-672-2235.

Cultural Dates:

May is Jewish American Heritage Month and Older Americans Month

- **May 1** National Day of Prayer
- **May 1** May Day
- **May 2** Holocaust Memorial Day (Yom Hashoah)
- **May 5** Cinco de Mayo
- **May 11** Mother's Day
- **May 19** Visakaha Day: Buddhist
- **May 22-23** Lag B'Omer: Jewish
- **May 26** Memorial Day (University Closed)

Tell Us What You Think

This newsletter is designed to keep you, the managers and supervisors, informed. Please take a few minutes to let us know what you think of the publication, along with any comments or suggestions. You may contact us at managersfeedback@kent.edu. We look forward to hearing from you.

For information about events sponsored by Human Resources, please see the May 2008 calendar below. Please share this calendar with your employees and post it in a highly visible location. If you are having difficulty reading the calendar, access the [PDF version](#).

EXCELLENCE *in Action*

Division of Human Resources – Calendar of Events

May 2008

Legend

	Supervisor/Manager
	Desktop Computing
	New Employee
	Employee Communications
	OneWellU
	Professional Development
	Events

Date & Time		Program Title
5 Mon	8:00 AM	New Hire Orientation
	1:00 PM	Emergency Preparedness at Kent State
12 Mon	8:00 AM	New Hire Orientation
13 Tue	8:00 AM	Employment Law/Harassment Prevention/Supervisors
19 Mon	8:00 AM	New Hire Orientation
21 Wed	10:00 AM	Emergency Preparedness at KSU/Ashtabula
22 Thur	8:00 AM	Establishing Unit and Dept Goals
	9:00 AM	Assessing and Improving the Performance of Others
27 Tue	8:00 AM	New Hire Orientation
30 Fri	10:00 AM	Medical Mutual Site Visit
	1:30 PM	University Staff Advisory Council

For more information, including location and how to register, visit the calendar of events web page at:

<http://kentstate.kent.edu/ecalendar>

Special accommodation requests:
 We will endeavor to comply with any special requests or to accommodate your specific needs. Please direct your request to 330-672-2901.