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## Management Update – March 2008

Volume 4, Issue 8

### Make Sure Emergency Contact Notification Is Up to Date

In light of the recent emergency situations on university campuses during the past year, the Kent State Police Department is urging all employees to make sure they have accurate emergency contact information on file with the university. During an emergency situation, this information is extremely helpful to police officers, fire fighters, emergency medical personnel and others.

Please share this information with your staff and encourage them to check their emergency contact information as soon as possible. You may also want to make a note to share the information with new employees when they join your unit. To view and/or update the contact information, follow these steps:

1. Log on to [FlashLine](#) ;
2. Click on the *My HR* tab;
3. Go to the *Employment Details* tab on the left, then click on *Personal Information*;
4. Look for the links to view and update your emergency contact information.

### New Hire Orientation Moving to Weekly Format

Beginning **March 31** the Division of Human Resources will implement several changes to the university's new hire orientation program for faculty and staff. The changes are designed to simplify the process for new employees and make sure they have access to e-mail, FlashLine and other essential functions when they begin their employment at Kent State. The changes include:

- New hire orientations will now be held every week, instead of the biweekly format that is currently offered.
- The weekly orientation sessions will be held on Mondays so new employees can attend on the first work day of the week, then begin work the following day in their respective department.
- Orientation sessions will be held in Terrace Hall from 8 a.m. to 3 p.m. For the first half hour each new employee will meet with a representative of the Talent Acquisition group (formerly Employment) to finalize and complete all new hire paperwork.
- The remainder of the morning session will continue to provide new hires with important information about Kent State and the university culture, as well as hands-on experience with the FlashLine portal.
- The afternoon portion of the program, from 1 to 3 p.m., will focus on important health benefits information for new hires.

Please make sure that new faculty and staff at all campuses attend the weekly new hire orientation on the Monday of their first week on the job. For a complete schedule of orientation dates, go to <http://www.kent.edu/hr/register>. For questions, contact HR Training and Development at 330-672-2100 or [hrd@kent.edu](mailto:hrd@kent.edu).

### **Classified Performance Evaluations Begin This Month**

Performance evaluations for classified employees will take place between **March 17** and **May 16**. E-mail notifications will be sent this week to managers, supervisors and employees with detailed information on the process.

New managers and supervisors are encouraged to attend a three-hour hands-on training session. The session will cover methods to maximize the employee's self-evaluation process, how to link future employee assignments to skill development and other strategies to make the performance evaluation more meaningful for the manager and the employee. The dates for the hands-on training sessions are:

- Wednesday, **March 26**, 1-4 p.m., Rm. 333, Library
- Tuesday, **April 8**, 9 a.m.-noon, Rm. 333 Library

In addition, the Employee Relations team will offer a one-hour hands-on tutorial for managers and supervisors who need a refresher course. Several Listening Post sessions have been scheduled throughout the campuses to offer a step-by-step review to access and complete the online classified evaluation. The dates and times for these sessions can be found [online](#).

To register for any of these sessions, visit [www.kent.edu/hr/register](http://www.kent.edu/hr/register). If you have questions, contact Employee Relations specialists Karen Watson at 330-672-4636 or Connie Crowley at 330-672-7505.

### **How Much Do You Know About Ohio's Ethics Law?**

If the answer to that question is "not much," or "I'm not sure," then make plans to attend a seminar on Ohio's Ethics Laws. Sponsored by the University Counsel office, the seminar will be held on Wednesday, **March 26**, from 3 to 5 p.m. in the Moulton Hall Ballroom. Susan Willeke, education coordinator for the Ohio Ethics Commission, will cover various aspects of the state's ethics laws, including its purpose, history, the definition of conflict of interest and supplemental compensation, and the responsibilities of the Ohio Ethics Commission.

Managers and supervisors unfamiliar with Ohio's ethics laws are encouraged to attend. Registration is required and can be done online at [www.kent.edu/hr/register](http://www.kent.edu/hr/register). Once there, select "University Counsel" in the View/Search Events drop-down box. For questions about the seminar, contact **Constance Hawke**, associate university counsel, at [chawke@kent.edu](mailto:chawke@kent.edu). For registration questions, contact **Carla Wyckoff** at [cwyckof1@kent.edu](mailto:cwyckof1@kent.edu) or 330-672-5857.

### **HR to Expand E-Learning Opportunities**

Human Resources is moving increasingly toward an e-learning environment for employee development. E-learning is defined as "the delivery of content via the Internet, Intranet, extranet, audio, video, satellite, broadcast, interactive TV and CD-Rom." The goal at Kent State is to use e-learning to create a quicker and more efficient environment for employee learning.

As part of this process, HR Training and Development is working with students in Dr. **Cathy DuBois'** HR Practicum class in the College of Business Administration. The students will be conducting a study this semester to solicit feedback from staff on the topic of e-learning. The survey will be sent to Kent State staff at all campuses in the next few weeks. Please be on the lookout for the brief survey and encourage staff in your unit to complete it and openly share their thoughts. The results will be confidential and will be used by HR to improve the learning experience for employees.

### **Annual Faculty and Staff Campaign Reminder**

Don't forget that the annual Faculty and Staff Campaign gets underway this month. All members of the university community will receive an invitation in the mail, asking them to financially support

the university's mission. Currently, 20 percent of Kent State employees make annual contributions to the university, and the goal is to spread this culture of philanthropy even further this year.

As you receive information and postings on the Faculty and Staff Campaign, please share the materials with staff in your unit. For more information, contact **Tiffany Murello** at 330-672-0202.

### **University Updates**

Here are some university updates for the spring semester, courtesy of University Communications and Marketing. Keep the list as a reference for any correspondence or other communication materials that may originate from your unit.

- Kent State now has more than 184,000 alumni worldwide.
- When referring to all eight Kent State campuses, use the term "eight-campus system."
- *e-Inside*, the university's official faculty/staff publication, is looking for examples of "excellence in action." To submit a story, go to [www.kent.edu/media/submityournews2.cfm](http://www.kent.edu/media/submityournews2.cfm). If you have examples of faculty or staff who put excellence in action at Kent State, submit your ideas to [einside@kent.edu](mailto:einside@kent.edu).
- UCM has official boilerplate copy to be used with all communications related to Centennial events. For more information, contact **Ramona Stamm** at 330-672-8511 or [rstamm@kent.edu](mailto:rstamm@kent.edu).

### **Dates to Remember:**

- **March 9** - Daylight Saving Time Begins
- **March 9-15** - MAC Men's and Women's Basketball Tournament, Quicken Loans Arena
- **March 17-23** - Spring Break
- **March 27** - Bowman Breakfast, 7:30 a.m., Kent American Legion Hall; cost is \$10. Call 330-673-9855 by **March 24** for reservations.

### **Cultural Dates:**

- **March 8** - International Women's Day
- **March 16** - Palm Sunday
- **March 17** - St. Patrick's Day
- **March 19-20** - Maulid an-Nabi, Islamic observance
- **March 20-21** - Purim, Jewish observance
- **March 21** - Good Friday
- **March 23** - Easter

### **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](mailto:managersfeedback@kent.edu). We look forward to hearing from you.

**For information about events sponsored by Human Resources, please see the March 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

### Legend

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

## March 2008

Date & Time		Program Title
<b>5</b>	Wed 2:00 PM	Conducting Effective Search Committees
<b>11</b>	Tue 8:00 AM	Behavioral Strategies-Part 2 (Managing Others)
<b>12</b>	Wed 8:30 AM	Bi-Weekly New Hire Orientation
<b>18</b>	Tue 8:00 AM	Essentials of Supervision
<b>19</b>	Wed 8:00 AM	Start Thinking About Retirement Today
	10:00 AM	Conducting Effective Search Committees
<b>25</b>	Tue 8:30 AM	Bi-Weekly New Hire Orientation Program
<b>26</b>	Wed 1:00 PM	Assessing and Improving Performance of Others
	10:00 AM	Listening Post - Ashtabula Campus
	1:00 PM	Listening Post - Ashtabula Campus
<b>28</b>	Fri 9:00 AM	Listening Post - Salem Campus
	10:00 AM	Listening Post - Salem Campus
	10:00 AM	Medical Mutual Site Visit
	1:30 PM	Listening Post - E. Liverpool Campus
<b>31</b>	3:00 PM	Listening Post - E. Liverpool Campus
	Mon 8:00 AM	New Hire Orientation

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.