



From the desk of  
**Cynthia Springer, M. M.**  
 Associate Vice Chancellor for HR-OIE

**Join Us 1/12/22, 1:00pm**  
**#HelloPFW Town Hall Session**

The HR-OIE Leadership Team is delighted to announce our next quarterly **#HelloPFW Town Hall** that will on Wednesday, January 12 at 1:00. Join us for the “what’s the strategy buzz” quarterly Town Hall, facilitated by Ken Christmon, University Ombudsman. Login via the [Zoom link](#).

Join Zoom Meeting:

<https://purdue-edu.zoom.us/j/98211035706?pwd=em5ZcHlnWittYkR2Ky9nckJhZEIwZz09&from=addon>

Meeting ID: 982 1103 5706  
 Passcode: 626826

**Agenda:**

Workforce data, engagement, and employee retention focus on strategies that support “Start With Us, Stay With Us” efforts.

If you have questions about our workforce data or employee engagement efforts, you may submit a question prior to or after attending the town hall via this [Town Hall Topic](#) inquiry form. **Due to the limited time for the town hall, please, all questions should be related to the theme of the town hall. We will respond during the town hall.**

*"I commit to empower our talent to explore uninhibited excellence in their work, for their well-self, and for one another."*

- Cynthia Springer, M.M.

## Benefits

### Open Enrollment is Under Way!

**2022 Open Enrollment is October 26 –November 9.** Enrollment profiles close at 6:00pm EST on November 9<sup>th</sup>. [Purdue’s Open Enrollment website](#) houses all 2022 benefits information, including your [Enrollment Guide](#). The Enrollment Guide provides information on your primary benefits as well as plan comparisons, premiums and details on HSAs (Health Savings Accounts), HRAs and FSA (Flexible Spending Accounts).

Did you miss this year’s presentation or need to review? No problem! A recorded version of the presentation is available [HERE](#).

In addition to the information above, the [Resources](#) page on the Purdue benefits website houses numerous videos, learning opportunities, information on additional benefits, education forms and guides to assist you in preparing for your 2022 enrollment.

Questions? Please contact Amy Jagger at [jaggera@pfw.edu](mailto:jaggera@pfw.edu).



## OUR VALUES

- P** People-centered Exceptional Foundation
- E** Excellence Standard
- O** Operational Business Partners
- P** Purposeful, Flexible Services
- L** Leading with Respect
- E** Effective Learning & Development Culture

## From the Desk of the Ombudsperson

### A Fluid Employment Landscape

Talent acquisition starts with recruitment and minimally qualifying employees through a job search. What happens after hiring is a critical step toward employee satisfaction and retention. Skills development and providing articulated career pathways for employees – faculty, administration, and staff – are now at a premium. Like student enrollment, good recruitment should produce good retention; therefore, being proactive and responsive by making adjustments will be a new challenge for many employers and a huge benefit.

Given that higher education is a credentialed business, the industry is an excellent place for employers to glean good employees who can benefit their mission and profitability in the marketplace. Again, employers, who do not adjust by planning, reviewing pay and benefits, and providing clear pathways to career advancement, will likely lose employees to companies who have made the adjustments to a new marketplace. The market is salient, and employees have a wealth of choices.

What are people looking for in the new market?

“Among those planning to seek new employment post-pandemic, 80% say they are concerned about their career growth, compared to 49% of all workers. Additionally, most of this group (72%) are rethinking their skill sets (compared to 46% of all workers)”, said Jennifer Liu of CNBC.

According to Rob Falzon, Vice-Chair of Prudential, “the looming talent war will be won by companies who affirm their standing as a top destination for both current and future talent. These employers will cultivate cultures that reflect what is most important to workers, such as remote-work options and flexible work arrangements, opportunities for career development and mobility, and comprehensive benefits”. He goes on to advise that employers must foster employee health and well-being and build financial resiliency.

Generally, higher education has functioned through change at a snail’s pace. In this new market, reliance on data, having the dexterity to make timely decisions, and maintaining an equitable work climate will be required. Equally, trust, empathy, and fairness must always be present; therefore, our human capital must have an appreciable experience to keep pace with those providing a culture and climate-responsive to employee needs and compensation.

The playing field has changed! It’s a huge task requiring vision and action plans.

The key is to lead people and manage objectives. Leadership is influence, inspiration, positive modeling, and a record of decision making that spawn ingenuity and progress. Let us all lead while managing our respective responsibilities. Purdue University – the place where academic dreams turn into learning and career reality!

## Payroll

### Emergency Preparedness



Every home should have an emergency contact information list of important names and numbers posted on a refrigerator or elsewhere in plain sight. Having this information when needed can save stress and perhaps even the lives of family members. Some items you may want that should be included on your list:

- Names and birth dates of each family member or other person living at address
- Home address and home telephone number
- Mobile phone number for each person living at address
- Name, relationship, and phone number of close relatives
- Name and phone number of other local contact(s) – next door neighbor, relative, landlord, etc.
- Work contact and phone number - a supervisor or close co-worker.
- Family physician and hospital name and phone number
- Utility contact information – gas company, electric utility, water/sewer utility
- Poison control center phone number
- List of special conditions and equipment/medication, including allergies, and specific medications needed such as insulin, inhalers, Epi-pens, etc., as well as necessary medical equipment such as blood glucose testing machines and cpap machines.
- Health insurance information, including contact information for your insurance company, and insurance policy and group numbers for each person in the home.

While you’re thinking about preparedness, be sure to update your emergency contact information in your SuccessFactors profile. Having accurate information can save valuable time when immediate action is needed.



**Employee Relations**

**Increasing Applicant Pools in the Recruitment Process – Part 1**

One of the most important elements of the recruitment process is creating a broad and diverse applicant pool. The time to discuss diversity is at the beginning of the search!

In order to create a broad, rich, and diverse applicant pool, hiring supervisors and managers should consider advertising in a variety of publications and contacting a variety of professional organizations. Many publications and organizations advertise staff positions for women, minorities, individuals with disabilities, and veterans. Advertising in appropriate publications and contacting relevant organizations will not only assist in enlarging the applicant pool, but will also convey the commitment of the unit and institution to recruit women, minorities, individuals with disabilities, and veterans. All advertising, including any form of announcement whether by e-mail, letter, the Web, list service, journal, etc., must be approved prior to publication by the recruiter in HR Talent Acquisition.

The recruiter will verify that the advertisement contains consistently correct minimum qualifications and includes at a minimum the following equal employment opportunity statement: Purdue University Fort Wayne is an equal opportunity/equal access/ affirmative action employer, fully committed to achieving a diverse workforce. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply. The recruiter may also add specific contact information to assist candidates in the application process.

To enlarge their applicant pool, hiring supervisors or managers may wish to consider advertising the position in some additional sources. For each search, your recruiter will send you the Staff Recruitment and Selection Manual, which contains a listing of publications to help expand your outreach. It is by no means an exhaustive list; hiring supervisors are encouraged to utilize publications that would be the most relevant to the knowledge, skills, and/or abilities related to the position. The recruiter or the Office of Institutional Equity can assist hiring supervisors with this task by identifying and providing additional sources.

Advertising only in the traditional publications will often result in a homogeneous pool of traditional applicants. Stay tuned for the next #HelloPFW newsletter, where we will provide more information on how to expand your applicant pool!



**Office of Institutional Equity**

**Celebrate Our Veterans**



Veterans Day, observed annually on November 11, is a tribute to all military veterans who served in the U.S. Armed Forces. A lot of Americans get Veterans Day and Memorial Day confused. Memorial Day is time to remember those who gave their lives for our country, particularly in battle or from wounds they suffered in battle. Veterans Day honors all those who have served the country in war or peace and are either living or deceased. On November 11<sup>th</sup>, we should all take time out of our day to show our appreciation to the men and women of the U.S. Armed Forces.

Things we can do to show our appreciation:

1. Say Thank you!
2. Donate to a veteran charity.
3. Volunteer your time.
4. Perform a random act of kindness, while remaining anonymous.
5. Ask – “how can I help?”

**Benefits**

**Healthy Boiler Incentive**

Remember, **there is still time** to complete your Healthy Boiler physical and blood work to receive your incentive contribution into your HSA or HRA in 2021. Complete your Healthy Boiler physical and biometric screening and upload the required form into the Healthy Boiler portal before December 31, 2021 to receive this year’s incentive.

| Here is how it works          | Employee Only Coverage | Employee + Spouse Coverage         | Employee + Child Coverage | Employee + Family Coverage*        |
|-------------------------------|------------------------|------------------------------------|---------------------------|------------------------------------|
| Complete annual physical      | \$200 – Employee       | \$200 – Employee<br>\$200 – Spouse | \$400 – Employee          | \$200 – Employee<br>\$200 – Spouse |
| Complete biometrics screening | \$125 – Employee       | \$125 – Employee<br>\$125 – Spouse | \$250 – Employee          | \$125 – Employee<br>\$125 – Spouse |
| <b>Total Incentive</b>        | <b>\$325</b>           | <b>\$650</b>                       | <b>\$650</b>              | <b>\$650</b>                       |

For more information, including FAQ’s on the Healthy Boiler incentive see the [Healthy Boiler portion of Purdue’s website](#).

## HB Wellbeing

### November Healthy Boiler Wellbeing Events

**Theme: Smoke Free**

**Healthy Boiler Pillar: Physical & Behavioral Health**



#### HealthKick: A Virtual Lifestyle Education Program

**November 1 – December 10**

**9–9:15 a.m.**

This 6-week virtual education program addresses physical activity, nutrition, creating healthy habits and decreasing stress. Program includes brief daily videos (about five minutes long) Monday-Friday and three brief health coaching sessions, every other week during the program. The HealthKick program is available for benefits-eligible employees and their covered spouses. To register, go to the [Healthy Boiler Portal](#) and click on Engage > Wellness Events. Space is limited. Please register by October 27.

[Learn more about this program.](#) For questions, email [Lindsay Bloom](mailto:Lindsay Bloom)

#### Employee Yoga

**Wednesdays, November 3, 10, 17**

**12 - 1 p.m.**

**Fitness Studio, Gates Athletics Center**

**Virtually via Zoom**



Maintaining your balance as you age helps prevent falls and yoga is an excellent way to develop good balance for life. Join employee health coach, Lindsay Bloom on Wednesdays to de-stress, deep breathe, and increase flexibility, balance, and muscle tone. All levels welcome. Open to all faculty and staff.

**In-person class registration:** Please email [Lindsay Bloom](mailto:Lindsay Bloom) to reserve your spot. Space is limited to 6 participants.

#### Join the ZOOM presentation:

- Meeting ID: 971 2106 0966
- Passcode: Relax

#### Blood Health Screenings

**Tuesday, November 2**

**7 – 10 a.m.**

**Walb Union 114**

Blood Health Screenings are an important part of maintaining good health. That's why Purdue Fort Wayne partners with Lab Corp to provide confidential health screenings throughout the year. A Wellness Panel is being offered for FREE\*\* to all campus employees/spouses and retirees/spouses (one per calendar year), as well as other single non-fasting tests.

[Learn more](#) and view a [complete listing](#) of screenings and their cost.

[Register for a screening.](#) Questions? Email [wellrec@pfw.edu](mailto:wellrec@pfw.edu) for more information.

#### Healthy Boiler Workshop: Eating Well on a Budget

**Friday, November 12**

**noon – 1 p.m.**

**Virtual via Zoom**

**Presented by Megan Shidler, Registered Dietician and Health Coach, Purdue Center for Healthy Living**

Eating well certainly doesn't have to break the bank. Join us to learn some tips and tricks to saving money on your grocery bill- while maximizing the quality of your food choices. We'll discuss stocking your kitchen and which foods give you the most nutritional bang for your buck. You'll leave class with a grocery shopping strategy, money-saving recipes, and a grocery list for ideas.

To register: Benefits-eligible employees and their covered spouses should log in to the [Healthy Boiler portal](#), select Engage> Wellness Events. If you haven't signed up for the Healthy Boiler Program, [learn more about how this program can work for you](#) and [sign up](#). All other employees: Please [email Lindsay](mailto:Lindsay Bloom)

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## WE HAVE MOVED

Human Resources and Office of Institutional Equity  
is now located in the  
Richard T. Doermer School of Business,  
Suite 300

**Healthy Boiler Workshop: Tobacco Cessation Overview**  
**Thursday, November 18**  
**noon – 1 p.m.**  
**Virtual via Zoom**  
**Presented by Lindsay Bloom, Purdue Fort Wayne Health Coach**

Are you ready to quit smoking? Quitting greatly reduces the risk of developing smoking-related diseases. Smokers can and do quit smoking for good. Learn about strategies to help you quit and stay quit, and resources to help you avoid or waive the tobacco user premium as part of your Purdue Health Plan.

**To register:** Benefits-eligible employees and their covered spouses should log in to the [Healthy Boiler portal](#), select Engage> Wellness Events. If you haven't signed up for the Healthy Boiler Program, [learn more about how this program can work for you](#) and [sign up](#). All other employees: Please [email Lindsay](#)

**Healthy Boiler Book Club**  
**Thursday, November 18**  
**3:30-4:30 p.m.**  
**Virtual**

The [Healthy Boiler Virtual Book Club](#) meets virtually the last Thursday of each month to discuss the book of the month. We are currently reading [The Comfort Crisis: Embrace Discomfort to Reclaim Your Wild, Healthy Self](#) by Michael Easter. Parts 1-3 have been previously discussed. No matter where you are in the book, join us in continued discussion:

November: Part 4  
 December: Part 5 and epilogue

Led by health coach Lindsay Bloom, we will discuss the book, share tips, and explore ways to integrate health and wellness ideas into our daily lives. Open to employees. Meeting link will be sent prior to the event. For questions, book suggestions, or to join us, [email Lindsay](#).

**November Healthy Boiler Challenge**

The **No Butts Challenge** invites you to try to quit smoking. This is the most important thing you can do for your health. For most people, this will not be their first attempt as it usually takes several tries to quit smoking. Considering the price of tobacco, not to mention the obvious health risks, why not try again? Join the challenge and track your activities by going to the [Healthy Boiler Portal](#) and clicking on Engage > Competitions.



## Mental Health Corner

### Mental Wellness in the Workplace: Supporting Others

*(article provided by Ted Westerhof at Bowen Center, your EAP Provider)*



Consider that if we work a standard 40 hours per week, we will spend at least 1/3 of our waking hours at work. *The workplace matters* for improving our mental wellness and provides opportunities to support others. Due to stigma about mental health it is not uncommon for employers and employees to be unsure how to support others, even when they want to be proactive. Consider these ideas:

**Check-in:** If a co-worker experiences a loss offer support with simple offerings: "I'm here if you need to talk" or offer a specific work task you can do VS. having them ask if help is needed.

**Don't diagnose:** Instead of asking someone "Are you depressed?" show empathy and caring by being curious, "I've noticed you don't seem yourself; do you want to go to lunch and talk"

**Toxic positivity:** Office settings that only allow the expression of positive feelings create an environment of inauthenticity. While remaining professional is important, creating spaces for people to be authentic requires allowing space for all human emotions and avoiding doing this perpetuates stigma.

The best thing you can do is tell your story. Sharing how focus on mental wellness normalizes offering and receiving support. Help a co-worker set up their counseling or remind them about the private and confidential support offered through the EAP. 1.800.342.5653 or [www.bowencenter.org](http://www.bowencenter.org)

**BOWEN**  
 CENTER



## Organizational Development

### Heading Off Employee Exodus

The employment landscape is markedly different as the world continues to navigate forward past COVID-19. Employee needs are different and there is no better time than now for leaders to learn more about what matters to those they lead.

Waiting until something has gone amiss, misses the opportunity to do something. Now is the time to begin taking action to keep your people talent. Where do you start? Start with making yourself aware and have intentional conversations.

These conversations are called “Stay Conversations” and will help risk factors surface. They also let employees know that you truly care. You can learn more about what motivates your employee and what they need to make their work experience better.

Below are few conversation tips for managers who are brave enough to explore employee stay conversations. Try it! You may be surprised by what you learn.

1. **Make Employees Aware:** Let your employees know in advance that you plan to begin having listening sessions to learn more about how you can best support them in their career here. Letting them know in advance will give them time to think about and be ready to share their thoughts. This will also let them know that you care about what matters to them.
2. **Engage in a Learning/Listening Conversations:** Make sure it is a two-way-conversation. Discuss with the employee their goals, successes, challenges, what is important, and what motivates them. It should be enjoyable and focused on learning what is important to the employee.
3. **Develop an Action Plan:** Don't make the conversation a one-time discussion and place your learnings on the back corner of your desk or bury the information in a file drawer. Develop an action plan with the employee. This should include what you can do, what you are able to do, and what the employee needs to do. Staying conversations are two-way conversations and should be geared to bring about two-way engagement and action-oriented outcomes. Develop the plan, revisit the plan, and revise the plan if needed.
4. **Hold Yourself Accountable:** Follow-through and follow-up. Be ready for surprises, be authentic, and be ready for positive and constructive feedback. You must be willing to hear the hard, and sometimes unknown development needs about yourself, and be willing to adjust for the better if needed.

(Continued) →

Industries around the globe are experiencing employee exodus. Turnover is costly and fixable. How can you address what needs fixed, and learn what you can do about what matters most to your employees? You will only know if you ask.

## HR-OIE Team Spotlight

### MELISSA HELMSING

Associate Director of Human Resources  
[helmsinm@pfw.edu](mailto:helmsinm@pfw.edu)  
 260-481-5720



Melissa has been with the university since 2011 and has primarily worked in employee relations and recruitment. Prior to working for the university, she worked as Assistant Human Resources Manager for a family owned automotive and finance company, and started her HR career working as a staffing consultant for Manpower.

Melissa enjoys interior design, changing things around in her home and decorating for the seasons. She holds a degree in Interior Design and also a B.A. in Psychology, both from Purdue on the Fort Wayne campus!

Melissa has been married to her husband John for almost 21 years, and they have two children ages 11 and 14. They love to travel, hang out and watch movies, and snuggle and play with their dog, Hazel.

## #HelloPFW Contact Us

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**Doermer School of Business Building, Suite 300**

Main Phone: 260-481-6840

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Payroll Services Email: [payroll@pfw.edu](mailto:payroll@pfw.edu)

Looking for more information about a specific topic?  
 See our [Contacts by Topic Guide](#).



Happy Thanksgiving!