

#HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



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

(NEW) #HelloPFW Town Hall Sessions

The HR-OIE Leadership Team is delighted to tell you about a **(new)** quarterly **#HelloPFW Town Hall** that will launch in September! Join us for these “what’s the strategy buzz” quarterly meetings, facilitated by Ken Christmon, University Ombudsman, where members of our leadership team will share key features, data, and information about HR|OIE initiatives. We continually improve our work to ensure that our initiatives align with and/or support the advancement of HR|OIE, the university’s Strategic Plan, and YOU!

The introductory #HelloPFW Town Hall will take place on September 8th at 1:00 via [Zoom](#). Come find out “what’s the strategy buzz” about Talent Management, which will focus on DEI strategies that support recruitment, retention, and “Start With Us, Stay With Us” efforts.

Also, this session is a great opportunity to hear from Glen Nakata, Vice Chancellor for Finance and Administrative Affairs, who is excited to join us and who has agreed to share a brief greeting.

If you have questions about Talent Management, you may submit a question prior to or after attending the town hall via this [Talent Management](#) 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.

We look forward to seeing you on September 8th! To join, use the information in the box to the right.

Join Zoom Meeting

<https://purdue-edu.zoom.us/j/4068493304?pwd=bWtjUCtNd05HcnBHKzI5R3NvblZ6dz09>

Meeting ID: 406 849 3304
 Passcode: HelloPFW

"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.

Learning and Development

MS Teams Workshops

Learn more about how to use and/or get the most out of using Microsoft Teams by attending one of several upcoming workshops offered by Purdue’s ITaP. Workshops will share basics on using Microsoft Teams as well as workshops for advanced users.

To register, click on the desired workshop & date:

- [Microsoft Teams Basics 100, 2 p.m., Thursday, Aug. 12](#)
- [Advanced Microsoft Teams 200, 11 a.m., Tuesday, Aug. 17](#)
- [Advanced Microsoft Teams 200, 2 p.m., Thursday, Aug. 19](#)

PURDUE UNIVERSITY.
FORT WAYNE

**Human Resources
 and Office of
 Institutional Equity**

Talent Acquisition

Guidelines for Hiring Managers

As we prepare for the start of the fall semester, recruitment for staff positions is picking up. Whether this is your first time hiring someone, or you have been through the process several times, please take a moment to review the steps for hiring an employee:

1. It's time to hire someone- your first step is to get in touch with our Compensation and Classification team to review the position description and complete the request for review by the hiring committee.
2. Once the hiring committee approves your request, a position requisition will be created in SuccessFactors and sent to your business manager for approval. Once approved, it goes to a recruiter for review and posting.
3. All applicants that apply will be evaluated by your recruiter to ensure that they meet the minimum qualifications for the position and for legal screening. Once the review is complete, if the candidates meet the guidelines, they are advance to the hiring manager for review.
4. The hiring manager reviews applicants and determines who they would like to move to the interview stage.
5. Once interviews are complete, let your recruiter know and they will provide you with reference check forms for you to complete for your final candidate.
6. Send completed references to your recruiter, along with start date and pay, and they will submit an offer approval to your business manager.
7. Once the offer is approved, your recruiter will let you know and at that time you will be able to make a verbal offer to your candidate.
8. If the candidate accepts your verbal offer, let your recruiter know and they will draft and send the offer letter to your candidate.
9. Once the candidate accepts the offer letter, the recruiter will finalize the hire and payroll will complete the process.
10. Your recruiter will notify any candidates not selected and close out the position requisition.

Remember, your recruiter is your partner and is ready to support you throughout the hiring process! We welcome your questions and want to make the hiring process as smooth as possible. Working with your recruiter and following the steps outlined above will ensure a smooth and efficient hiring process. If you have any questions, please reach out to your team in this process:

Talent Acquisition Recruiters:

Melissa Helmsing, helmsinm@pfw.edu, x.15720
Rachel Gibson, gibsonr@pfw.edu, x.16840

Compensation and Classification:

Kirk Tolliver, tolliver@pfw.edu, x.16654
Pooja Singh, singhp@pfw.edu, x.16680

Office of Institutional Equity

OIE Walk-in Appointment Office Hours

While those of us in OIE are enjoying our new office space on South Campus in the Doermer School of Business, we want to make sure that those of you on Main Campus have easy access to OIE consultations.



If you have questions about policy, procedure, compliance training, or if you have experienced or witnessed possible discrimination or harassment, please drop by during our Main Campus office hours! (Appointments will also always be accepted.)

Beginning Monday, August 16th office hours will be:

- **2nd and 4th Mondays** from 10:00 a.m. – 12:00 p.m. in Kettler G62
- **1st and 3rd Wednesdays** of the month from 1:00 p.m. – 4:00 p.m. in Gates 204
- **Thursdays** from 1:30 p.m. – 4:30 p.m. in Walb 111

Learning and Development

American Management Association

Managers/supervisors now have unlimited access to a resource developed by the American Management Association (AMA). This resource, *The Management Body of Knowledge (MBOK)* is available in your SuccessFactors Learning Cue and opens up the opportunity for self-directed skill development and enhancement.



Once you have viewed and/or downloaded your copy of the MBOK, you can choose from a variety of on-demand/on-line lessons that support key management competencies. These lessons are approximately 20 minutes in length and provide skill development in knowledge areas such as:

- Professional Effectiveness
- Relationship Management
- Business Acumen
- Analytical Intelligence

Supervisors interested in accessing the MBOK should e-mail Dimples Smith at smid@pfw.edu.

From the Desk of the Ombudsperson

Building Trust Through Conflict

No workplace is perfect! All of us bring various personalities, cultures, communication styles and learning styles. As defined by our mission, we are here to achieve the common goal : **“to educate and engage our students and communities with purpose by cultivating learning, discovery, and innovation in an inclusive environment.”** Education is not a static state; thus, every day we have the opportunity to learn, grow, understand. Our learning must come with the space to make errors, lack understanding, and to grapple with matters in a way that produces greater learning!

To that end, one must not avoid or run away from misunderstanding or workplace challenges. In a general sense, avoiding uncomfortable interactions or situations can lead to greater conflict. See below a few “Tips from the Ombudsperson” to assist you in the workplace regarding conflict:

- Clarify the disagreements, discuss, learn, and be involved in the resolution
- Address matters head on with integrity and seeking resolution vs. “my way”
- Seek transformation within your work vs. just transacting business
- Discuss our mission and common goals as an institution “educate and engage”
- Resolve issues with dignity and honor vs. just “fixing problems”
- Always remember – time is precious! Gain resolution!

Lastly, according to Jason Treu, workplace conflict suffers greater harm when we fail to practice self-awareness. Treu says: Most people don’t apologize during workplace conflicts”. He concludes with “I’m sorry you’re upset” is not an apology. Learning to acknowledge our own actions, and how they impact others, goes a long way to empowering our mission to educate and engage.

As we enter into a new year, let us all pursue and attain the promise of our mission for the cause of educating and engaging our students. We are Purdue University Fort Wayne!

Kenneth.Christmon@pfw.edu

University Ombudsperson

260-481-6177

Learning and Development

Jump Start Your 2021-22 Performance Goals



What is a goal? How do I set a goal? What components are important to my supervisor when I set my goals? How do I enter my goals in SuccessFactors?

Goals are a central part of the university’s annual evaluation process and required for all benefitted staff employees. HR-OIE Learning & Development will offer a goal setting session on [August 17, 9:30 am – 10:45 am](#). This session is designed to educate employees on best practices in developing and/or refining their performance goals. The session will also share how goal setting connects to performance ratings.

Employees can [register to attend a session](#), or departments can request a session for their specific area. Additional Performance evaluation resources are available on the [HR-OIE Learning & Development website](#).

Contact Dimples Smith, smid@pfw.edu, with any questions regarding goal setting and/or annual evaluations.

Learning and Development

Interested in Toastmasters?

Want to improve your presentation skills, practice public speaking, improve your communication skills, or build your leadership skills? HR-OIE Learning and Development is exploring establishing a campus Toastmasters club and would like to hear from you.

The purpose of Toastmasters is to help individuals develop communication skills, build public speaking confidence, deliver stronger presentations, and lead more productive staff meetings.

If you are interested in being part of a Purdue University Fort Wayne Toastmaster’s club, or want to learn more, please complete this [brief survey](#) by August 25th.

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

HR-OIE Team Spotlight

MARK BURKS

Investigator and Accessibility Advisor

mdburks@pfw.edu
260-481-6679



Mark joined the HR-OIE team in June, 2021, he is currently working as the Investigator and Accessibility Advisor. Mark came to PFW with several years of Civil Right and investigation experience. He was previously a Civil Rights Investigator for the city of Fort Wayne. He has also held positions throughout his career in training, management, and customer service.

Mark earned his Bachelor's degree in Business Management from Indiana Tech.

Mark is the proud father of two amazing young ladies, and he has been married to his wife Tiffany for 14 years. While not at work, Mark enjoys traveling, watching basketball, and spending time with the fam and their dog buttz!

Benefits

Healthy Boiler Initiative

Have you made your appointment to complete your Healthy Boiler physical and biometrics screening this year? Reminder that this year you have until **December 31, 2021** to submit your form.

This year, you earn your incentive payment in two steps, 1: complete your annual physical and 2: complete the biometrics screening. Remember if you have employee + spouse or family coverage, your spouse will also earn an incentive into your HSA account by participating.

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

Before your doctor's appointment, visit the [Healthy Boiler Portal](#) to download your Healthy Boiler incentive form. The form is located on the "Earn" tab to the top left side of the screen. Once you've completed your physical and biometrics, the doctor will fill in the information contained on the form and sign it. After receiving the completed form from your doctor, you will again visit the [Healthy Boiler Portal](#) to upload the form and submit it for payment. Please note that the portal is administered by One to One Health, not Purdue, so the university does not see or have access to your personal information in the portal.

After completing the requirements and uploading your form to the system, Purdue receives an aggregate report that shows that you have completed your incentive. Incentive funds will be received in your account by the end of the day on the business day following your last pay date of the month (the month after submission).

Our campus clinic is seeing patients and is ready and prepared to see you for your Healthy Boiler physical. Please call 260-481-5748 or visit the [Campus Health Clinic](#) website to schedule using the Patient Portal. ***Please note that your Healthy Boiler physical consists of TWO visits – one for your preventative blood work, one for your annual physical.** You can also see your regular family physician to meet your requirements to earn your incentive.

Questions? Please contact Amy Jagger at jaggera@pfw.edu or see these [FAQs](#).



#HelloPFW Contact Us

Human Resources and Office of Institutional Equity
Doermer School of Business Building, Suite 300
Main Phone: 260-481-6840
Email: hr@pfw.edu
Payroll Services Email: payroll@pfw.edu

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

HB Wellbeing

August Healthy Boiler Wellbeing Events

Theme: Productivity and Sleep

Healthy Boiler Pillar: Work-life balance



Healthy Boiler Walking Group

Mondays, August 2, 9, 16

Noon – 12:30

Alumni Plaza, Lower Level by the Mastodon sculpture

The Healthy Boiler Walking Group is a great way to get together with your friends on campus, meet new people, and take a 30-minute break from sitting. **Group will meet on Mondays in August.** Employee health coach Lindsay Bloom will meet you at noon at the Mastodon sculpture outside the Helmke Library.

In case of rain, we will meet at the Java Spot in Walb Union to walk indoors. Please wear comfortable walking shoes. [Learn about the benefits of walking.](#) Open to all employees. Questions? Email [Lindsay Bloom](#).

Employee Yoga

Wednesdays, August 4, 11, 18, 25

12 - 1 p.m.

Fitness Studio, Gates Athletics Center

Join employee health coach, Lindsay Bloom to de-stress, deep breathe, and increase flexibility, balance, and muscle tone. All levels welcome! Space is limited to 6 participants. Please [email Lindsay](#) to reserve your spot.

Blood Health Screenings

Tuesday, August 17

7–10 a.m.

Room 114, Walb Union

LabCorp has partnered with Wellness to provide confidential blood health screenings for employees, retirees, and their spouses. View the [complete listing](#) of fasting and non-fasting blood health screenings, eligibility for free wellness panel (includes full lipid profile and blood chemistry panel), and the cost for additional low-cost screenings. Visit [Wellness](#) for schedule of screenings.

Online registration required. Register early to reserve your spot. Walk-ins are not available.

View [more details](#) about this event including payment methods, changing or canceling your appointment, obtaining test results and more.

[Register](#) for blood health screenings.

Questions? Contact Eric Manor at manore@pfw.edu or 260-481-6647.

Healthy Boiler Book Club

Thursday, August 26

3:30-4:30 p.m.

Virtual

Our book for August, [Take Care of Your Type: An Enneagram Guide to Self-care](#), an illustrated and easy-to-read guide, offers self-care strategies for each of the nine Enneagram personality types. According to Enneagram expert, mental health advocate, and author Christina S. Wilcox, using these strategies can help you tend to your needs in stressful times.

You can choose to read just the chapter for your Enneagram type if you know it or all of the chapters which may help foster relationships with other personality types such as your spouse, partner, and co-workers. Learn more about the Enneagram [personality self-test and the book club](#).

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](#).

Healthy Boiler Workshop: Wind-down Routines

Do you wish you could improve your sleep? Learn how to create a consistent wind-down routine that will help you fall asleep faster and promote longer and deeper sleep at these workshops presented by health coach Lindsay Bloom. You may attend either the in-person workshop or the Virtual presentation. Both workshops begin at noon and last about an hour. Open to all faculty and staff.

IN-PERSON WORKSHOP:

Friday, August 27

Noon–1 p.m.

Room G08, Walb Union

- A light lunch will be provided for the in-person workshop.
- [Register](#) for In-Person Workshop.
- [Learn more](#) about this event.

VIRTUAL WORKSHOP:

Monday, August 30

Noon–1 p.m.

Virtual presentation

- Benefits-eligible employees and their covered spouses may register by logging in to the [Healthy Boiler portal](#), select Engage> Wellness Events.
- All other employees may [email Lindsay](#) to register.
- [Learn more](#) about this event.

Questions? Email Lindsay Bloom at lbloom@pfw.edu.

(Continued on next page)

August Healthy Boiler Challenge

The **Bedtime Story Challenge** invites you to read before going to bed for 30 days. After your normal bedtime routine, relax somewhere comfy and read for a while. You can read whatever you like, but since it's the end of the day, you may want to choose something that helps you unwind. Complete this challenge and be entered into a drawing to win Healthy Boiler promo items.

Join the challenge and track your activities by going to the [Healthy Boiler Portal](#) and clicking on Engage > Competitions.

WE HAVE MOVED

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

Mental Health Corner

Returning to Work Tips from Bowen

After more than 15 months of pandemic response, many employees find themselves struggling with returning to work. Sometimes referred to as "re-entry anxiety" it is important to recognize that this experience is not uncommon. Here are some tips to help with returning to onsite work:

Dry run: Tip your toes in the water. Use imagery to imagine what returning to onsite work will look like. Go back to the office and sit in your chair. Notice how you feel and any changes you observe. Small doses.

Tidy up: If it has been a while since you have been onsite, clean your space and "nest" a little to make it your own again.

Sleep schedule: Onsite work usually requires a steady sleep schedule. Start working on normal sleep patterns before returning fully onsite.

Communicate: Struggling with returning? Talk to a trusted supervisor, a peer or consider private and confidential support through EAP counseling.

All employees and eligible family members have access to private and confidential prepaid counseling at any Bowen Center location or via tele-counseling. To schedule an appointment today please call **1.800.342.5653** or www.bowencenter.org.

From the Desk of the Ombudsperson

COVID: An Opportunity to Increase Productivity

How many of us have heard how busy everyone is during Covid? Instead of reporting outcomes, the emotional impact of Covid finds many talking about the number of meetings per day or week, the time in virtual settings, and how fast paced our world has become. Now, nearly eighteen months in to this pandemic, we appear to be headed back into a time of greater uncertainty. All said, there are a few things we can all put on our calendar, and into our collective environment to stimulate productivity on behalf of students.

According to Marcel Schwantes, Founder and Chief Human Officer, Leadership From the Core, he states three things leaders from every facet of most organizations need to accomplish:

First, "slow things down". Going at a fast or frenetic pace may lead to chaos or confusion. All matters are not 911 calls, and such energy can challenge our best intentions, relationships and the stability we need to project to our students. Schwantes says we must increase patience, process emotions, gain input from stakeholders, empower employees and great outcomes will be achieved.

Second, the employee-to-manager relationship is a leading indicator of employee turnover. Searches can be costly; e.g., lost time production, gaps in service, financial components and time! Schwantes says organizations should invest greater time in training manager/leaders on how to give feedback and how to navigate productive conflict. He states doing so will increase "psychological safety", whereby people know they can bring their full selves to work and take risks without fear of negative consequences. If trust abounds, productivity, energy and work increase and apathy, and the sense of going through the motions decreases.

Lastly, being authentic with empathy can transform the workplace! (Love and care) As the pandemic persists, mental health challenges in the workplace are predicted to increase. Empathy, equitable care, inclusion, and peaceful engagement will build emotional currency for all. Schwantes concludes his missive by quoting Dr. Barbary Fredrickson, University of North Carolina and Professor of Psychology, as stated in her book Love 2.0:

"When people are made to feel cared for, nurtured, and growing, that will serve the organization well. Because those feelings drive commitment and loyalty just like they would in any relationship. If you feel uniquely seen, understood, valued, and appreciated, then that will hook you into being committed to that team, leader, and organization. This is how positive emotions work."

Let us all be positive and assume the best from others!