

#HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



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

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

The HR-OIE Leadership Team is delighted to invite all faculty and staff to its quarterly **#HelloPFW Town Hall**.

Tomorrow's **Agenda** will showcase why faculty and staff **Start With us, and Stay With Us**. Tomorrow, come discuss with us what keeps PFW the best place to work, including:

- A benefit share from Amy Jagger and Lindsay Bloom who will dive into important features of our wellness and benefit programs.
- Kirk Tolliver will share trending and current data on his dive into the workforce data as well as the true cost of total compensation.

Faculty and Staff are invited to join us for the “what’s the strategy buzz” quarterly Town Hall, facilitated by Ken Christmon, University Ombudsman.

Join Zoom Meeting: [CLICK HERE](#)
 Meeting ID: 982 1103 5706

If you have advanced questions **related to the Agenda of the town hall**, you may submit a question prior to or after attending the town hall via this [Town Hall Topic](#) inquiry form. **Agenda related questions will be responded to during the town hall, time permitting.**

"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.

Employee Relations

Employee COVID-19 Self Reporting Form - REMINDER

As we begin a new semester, we want to remind you that Purdue Fort Wayne faculty and staff who wish to self-report their positive COVID-19 test or need to self-quarantine should use this [confidential self-report form](#). Employees can also use this form to request assistance from Human Resources in completing necessary leave forms. If assistance is requested, the employee will be contacted by Melissa Helmsing, Associate Director of Human Resources, or Amy Jagger, Benefits Director, who are the only university personnel who will have access to submitted self-report forms.

Data on employee positive cases and self-quarantines will be anonymously aggregated each Friday for inclusion in the university's [COVID-19 data dashboard](#).



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

Talent Acquisition

Updates in Talent Acquisition



Greetings from Talent Acquisition! My name is Kendall Hovis and I am Purdue University Fort Wayne's new Talent Acquisition Specialist. When I first started this job, I knew that I wanted to spruce up Talent Acquisition and begin sourcing candidates in different ways. To do this, I have gone through all of PFW's open positions and made exciting social media captions and graphics for each one. This is a commitment that I will be making to all upcoming positions and hiring managers as social media is such an opportunity for us to gain candidates. I will be posting all of those on LinkedIn, Twitter, Facebook and then also in 15 Facebook groups targeted for job seekers in our area and Higher Education Professionals seeking opportunities.

Targeted outreach is another commitment I have to PFW. I have been going through past jobs and connecting to those candidates that were reviewed but did not make it to the final selection. I have been personally emailing them and inviting them to apply for specific jobs that might be of interest to them. Even if they are not chosen for the position I recommended, they know that someone at Purdue Fort Wayne is actively seeking them out for employment. I believe this will increase our candidate numbers and create a positive connection between HR and job seekers.

How can you help? By simply sharing our social media postings and sending potential candidates to me! Here are the links where you can follow us and if you see a post, simply click like and share to share it with your colleagues and friends.

LinkedIn: <https://www.linkedin.com/in/kendall-hovis-9b4382152/>

Twitter: <https://twitter.com/PFWCareers>

Facebook: <https://www.facebook.com/PurdueFWCareers>

PURDUE UNIVERSITY
FORT WAYNE | Human Resources
and Office of
Institutional Equity

Payroll

Why Does Interpersonal Communication Matter?

People with strong interpersonal communication skills share certain traits. They:

- Have higher emotional intelligence
- ability to make connections easily and maintain relationships
- understand their audience and know how to motivate people
- make effective leaders

Mastering interpersonal communication skills makes you more likable and more persuasive and thus, better able to perform your job.

Here are five simple tips to improve your interpersonal communication skills:

1. Consider these questions:

- Who's your audience? We communicate differently to different audiences. Consider how you'd address your manager vs. a student worker, a new hire vs. a seasoned employee, or a native English speaker vs. someone who doesn't speak the language as well.
- What's your goal? Are you sharing news items? Explaining a new process? Persuading your listener to do something?
- What do you want the message recipient to do as a result of your message?
- What's the best way to accomplish this? Should you meet in person? Schedule a Teams meeting? Send an email?

2. **Restate key points.** At the conclusion of your communication, provide a quick summary of what you've discussed, including action points that detail specifically what you want from your listeners.

3. **Check for understanding.** What's the easiest way to ensure your communication was effective? Ask them. This may be as simple as asking, "Does that make sense?" or asking your listener(s) to summarize your message.

4. **Give acknowledgement.** Communication is a two-way street. If you are the listener, restate or summarize your speaker's main points to show that you are on the same page.

5. **Ask for feedback.** The best way to ensure you continually improve your interpersonal communication skills is to ask people to share feedback on your presentation style.

Learning & Development

Annual Evaluation Q & A

What is the evaluation timeline line for our campus?



The evaluation timeline for our campus can be found on the [HR-OIE Learning & Development website](#).

What happens when an employee changes departments?

When an employee changes departments, after they complete their self-assessment, their evaluation will automatically route to the manager they are shown as reporting to in SuccessFactors.

How do I send an evaluation back to my employee for changes?

Managers can send an employee’s evaluation back for changes by going to the bottom of the evaluation form and selecting **“Send back to Employee for review”**. This will be a two-click process; once to say send it back, and another click to confirm it is the action you want to take. All actions within the system follow this two-click format.

For the “Supervision” rating section, what am I evaluating?

The “Supervision” section is for employees who hold supervisory roles to rate their performance.

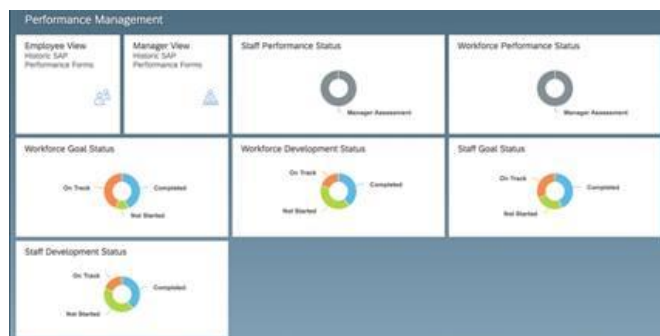
When will my direct reports see the performance rating I have given them?

For an employee to see the rating from their manager, the manager will need to provide a copy to the employee. Employees will be able to see and review the performance rating from their manager during the 1:1 meeting and after it is submitted to the employee for acknowledgement. The system is designed this way to open up the opportunity for the employee and manager to discuss the rating prior to it being sent to the employee for signature.

What’s the status of the evaluations in my area?

Supervisors and managers can [access and download annual goal reports, annual review reports, and development plan reports](#) for their area from their SuccessFactors homepage.

Supervisors may also request an update by contacting Dimples Smith, smid@pfw.edu



Office of Institutional Equity

Do You Know Title IX?

Take this Title IX Quiz and find out!

1. Title IX is celebrating what anniversary this year?
 - a. 10 years
 - b. 25 years
 - c. 50 years
 - d. 75 years
2. Title IX prohibits discrimination based on what?
 - a. Sex
 - b. Age
 - c. Disability
 - d. Race
3. Title IX prohibits discrimination in what setting?
 - a. Railroads and interstate transportation
 - b. Medical service providers
 - c. All employers over 100 employees
 - d. Education
4. Title IX was co-authored and introduced to Congress by which U.S. Senator?
 - a. Birch Bayh (D-IN)
 - b. Robert Taft, Jr. (R-OH)
 - c. Ted Kennedy (D-MA)
 - d. Bob Dole (R-KS)
5. Title IX is Title IX of what law?
 - a. Civil Rights Act of 1964
 - b. Education Amendments of 1972
 - c. Age Discrimination Act of 1975
 - d. Americans with Disabilities Act of 1990
6. How long is the text of the Title IX statute?
 - a. 216 pages
 - b. Fourteen paragraphs
 - c. Six sentences
 - d. 37 words
7. T/F - Title IX applies in the K-12 setting as well as higher education.
8. T/F - Title IX will expire in 2025.
9. T/F - Institutions under 3,000 students are not required to have a Title IX Coordinator.
10. Who is PFW’s Title IX Coordinator?

Answers: 1. B; 2. A; 3. D; 4. A; 5. B; 6. D; 7. T; 8. F-Title IX is not scheduled to expire; 9. F-All educational institutions are required to have a Title IX Coordinator; 10. Christine Marcuccilli, marcuccc@pfw.edu, 260-481-6107.

HB Wellbeing

January Healthy Boiler Wellbeing Events

Theme: Annual Physicals

Healthy Boiler Pillar: Physical Health



Employee Yoga

Wednesdays, January 5, 12, 19, 26

12 - 1 p.m.

Fitness Studio, Gates Athletics Center

Virtually via Zoom



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: Either email Lindsay Bloom to reserve your spot or join the day of the class.

In-person class registration: Please email [Lindsay Bloom](mailto:Lindsay.Bloom) to reserve your spot or join the day of the class.

Join the ZOOM presentation:

- Meeting ID: 971 2106 0966
- Passcode: Relax

Healthy Boiler Workshop: Whole Self Health

Tuesday, January 18, 2022

noon – 1 p.m.

Virtually via Zoom

The Healthy Boiler Program is a multi-faceted approach to overall well-being composed of five pillars: behavioral health, financial wellness, physical health, social wellness, and work-life integration. Learn strategies and healthy choices you can make in relation to each pillar to help transform you into the healthiest, happiest version of yourself.

To register: Please [email Lindsay](mailto:Lindsay.Bloom)

Healthy Boiler Book Club

Thursday, January 27

3:30-4:30 p.m.

Virtual

The Healthy Boiler Book Club will begin its new book, [Feel Great Lose Weight](#) by Dr. Rangan Chatterjee. The book will be read and discussed from January to May. The club, led by health coach Lindsay Bloom meets virtually the last Thursday of each month and is open to all employees.

Reading schedule:

- January – Introduction and What we Eat
- February – When we Eat
- March – Why we Eat
- April – How we Eat
- May – Where we Eat and How to do Your Plan

Meeting link will be sent prior to the event. For questions, book suggestions, or to join us, [email Lindsay](mailto:Lindsay.Bloom).

Tobacco Cessation

Mondays, January 31 – March 7

noon – 1 p.m.

Virtual via Zoom

Are you ready to quit smoking? Quitting greatly reduces the risk of developing smoking-related diseases. Smokers can and do quit smoking for good. Join health coach Lindsay Bloom to learn about strategies to help you quit and remain smoke-free as well as resources to help you avoid or waive the tobacco user premium as part of your Purdue Medical Plan.

Complete this program and submit your certificate of completion to HR by **March 31, 2022**, to retroactively reduce your impacted premiums for the entire plan year (a refund will apply, if applicable). Certificates received after March 31 will reduce your premiums going forward for the rest of that plan year only. Learn more about tobacco cessation, waiving tobacco user premium, and more.

Program is open to all benefits-eligible employees and their covered spouses on the Purdue Health Plan. Email [Lindsay Bloom](mailto:Lindsay.Bloom) to register.

#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](#).

Benefits

HealthSync – New Year Review

HealthSync is a network inside the Anthem network that provides personalized care plans, with physicians and providers who are dedicated to taking care of the whole person in a cost efficient manner. Part of the agreement that HealthSync providers have with Anthem is that you will be able to make appointments sooner with both primary care physicians and specialists.

By using the HealthSync network, you will have lower deductibles, lower coinsurance and lower out of pocket maximums within our plans. To see more about how the Health Sync network works with our plans, please see the video [HERE](#).



Anthem provides three network levels, with the most cost effective care captured with the HealthSync (tier 1) providers. These providers have agreed to become stronger partners with Anthem/Purdue and a great deal of research has gone into creating this network level to further benefit patients, providers and the health plan. HealthSync providers in our area can be found within Lutheran Health, [including our Campus Clinic](#), staffed with a nursing staff employed by Lutheran Health.

Tier 2 providers are in-network and partners within the plans but they are not contracted within the parameters of the HealthSync network. Plan participants still have access to these providers on an in-network basis. All hospital systems in Fort Wayne are in-network, including Parkview (tier 2) and IU Health (tier 2). As mentioned above, Lutheran is in-network as a tier 1 provider within the HealthSync network.

The out-of-network tier contains providers who do not have contracted arrangements through Anthem. This means there are no set limits for what they can charge, leaving patients with more out-of-pocket cost for services.

Many people have various providers that they see for different things. Your providers don't all have to belong to the HealthSync network in order for you to participate and find savings in your health care costs. Anytime you use HealthSync providers, you will have the lowest costs through deductible, coinsurance and out of pocket maximum levels.

When you use both HealthSync and in-network providers, your medical expenses will count toward your HealthSync deductible AND your in-network deductible. Once you reach your HealthSync deductible, coinsurance for HealthSync providers is 90/10 and once you reach your out-of-pocket maximum, HealthSync providers will be covered 100%.

In-network providers and prescriptions will continue to apply toward your in-network deductible and in-network out-of-pocket maximum.

Looking for a HealthSync provider? Follow the link [HERE](#) to search for HealthSync providers in your area.

For more information in regards to HealthSync, and how it works to save you money in your healthcare, please see details on [Purdue's benefits website](#).

If you have questions, please contact Amy Jagger, Benefits Director, at jaggera@pfw.edu.

Learning & Development

Learning Corner

Learn & Earn: Current supervisors, aspiring supervisors and those interested in developing their HR awareness have the opportunity to learn and earn a certificate in the process.



Four certificate based HR modules available through SuccessFactors include: [HR Partnership](#), [Payroll](#), [Compensation](#), and [Hiring and Onboarding](#). These modules provide a fundamental understanding of key HR information. To access the module employees will need their Purdue Career Account and BoilerKey.

For additional information, contact Dimples Smith, smid@pfw.edu.

Learning & Development

Performance Assessment Launch

The 2021-2022 Annual Performance Assessment form has launched in SuccessFactors, officially getting the evaluation season underway. Employees can learn more about how performance is rated, how to enter goals, and how to complete their self-assessments by [signing up for one of the coming workshops](#). Space availability is limited per session.

The timeline for the 2021-2022 season can be found below and on the [HR-OIE website](#). Important milestone dates to remember are:

- March 15, 2022: Employee Self-Assessments are due
- April 8, 2022: Manager evaluation of employees are due
- May 20, 2022: Evaluations are to be finalized and signed by employee

Questions on Annual Performance Evaluations should be directed to Dimples Smith at smid@pfw.edu.