

#HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



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

Join Us 4/13/22, 1:00pm
#HelloPFW Town Hall Session

Stay in the Know Through #HelloPFW

Join us for our quarterly #HelloPFW Town Hall Chat. We strive to 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!

Facilitated by Ken Christmon, University Ombudsman, members of our leadership team will share key data, and information about HR|OIE initiatives. Come learn more about "what's the strategy buzz."

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.**

See our archived #HelloPFW Town Hall Sessions:

- [September 8, 2021 – #HelloPFW Town Hall](#)
- [January 12, 2022 - #HelloPFW Town Hall](#)

WHEN: April 13, 2022
TIME: 1:00 pm
LINK: <https://purdue-edu.zoom.us/j/93827657758>

"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 & Development

Annual Evaluations Due Soon

2021-22 Goals Management and Annual Review Timeline

| 1 | 2 | 3 | 4 | 5 |
|---|--|--|---|--|
| May 1, 2021 April 30, 2022 | March 1, 2022 March 15, 2022 | March 16, 2022 April 8, 2022 | April 11, 2022 April 29, 2022 | May 2, 2022 May 20, 2022 |
| Create and Update Goals | Employee Self-Assessment | Manager's Assessment | Unit Calibration Sessions | Performance Review Meetings |
| <ul style="list-style-type: none"> Use Purdue's Guide for Creating Goals and enter goals into the employee's SuccessFactors Goal Plan Edit and update goals throughout the performance period | <ul style="list-style-type: none"> Rate each goal Rate each competency Enter comments | <ul style="list-style-type: none"> Rate each goal Rate each competency Enter comments | <ul style="list-style-type: none"> Ensure compliance, analyze trends, discuss development strategies Managers can initiate one-on-one annual review meetings after unit calibration sessions are completed. | <ul style="list-style-type: none"> Managers meet with employees to have annual performance review discussions |

As the 2021-2022 Performance Evaluation season continues, a quick reminder that annual evaluations are required for all benefitted staff employee. Each staff employee is asked to contribute to their evaluation by completing a self-assessment and entering performance goals.

Important milestone dates to remember are:

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

Additional performance evaluation resources are available on the [HR-OIE Learning and Development website](#). Questions on Annual Performance Evaluations should be directed to Dimples Smith at smid@pfw.edu.

Compensation and Classification

How to Discuss Pay with Your Employees

Talking about money with your employees can be uncomfortable. Even when you've got good news to share — a generous bonus or a well-deserved promotion — assigning a number to the value of someone's work is tough. It's especially difficult if you're not the one calling the shots (most managers don't set their own compensation budgets). Whether it's your decision or not, one thing is certain: it's a critical part of a manager's job to have frank and open discussions with employees about pay.

Here's how to master the pay with your employees:

Talk early and often

When you sit down with an employee to talk about salary, there shouldn't be any surprises. "The more frequently you have the conversation, the easier it is. Talk about what kind of raise the employee might expect if they meet their goals — or doesn't. Then have regular check-ins throughout the year to talk about how they are performing. That way, the employee won't be taken aback by your formal evaluation and salary decision at the end of the year.

In that initial conversation, you might consider asking the employee what they expect in the coming year in terms of a raise. This can help stave off later disappointment and level expectations. Plus, if you allow your employees to imagine themselves in the decision-making role, they're likely to be much fairer.

Do performance evaluations separately

Compensation should be linked to performance, but discussing the two topics separately. "If you talk about money in the shadow of performance, it will sound like noise and your employees will just fixate on the compensation". Instead, deliver the formal evaluation first, focusing on personal growth and development. Then wait several weeks to deliver news about raises.

Involve others, if possible

Working on compensation decisions in teams of two or three. "When more people make the call, employees know there are checks and balances, and that the process is fair and consistent."

Prepare for the conversation

Managers often make the mistake of walking into these conversations without a plan. Even if you're a seasoned leader, it's helpful to work out what you're going to say ahead of time. Write down your main points and rehearse them. Think through how you're going to represent the company while also being yourself. "You have to wear the hat but you don't have to act like a robot".

Communicate their value

In most cases, this conversation is an opportunity to tell employees how important they are to the organization. "You're in a partnership with your employee and you

you have to let them know that you deeply value their contributions". Make it clear that you appreciate their work. "You want to inspire them to continue to create value".

Provide context

When employees are disappointed by their raise, it's often because they lack information. "They might be a cog in a wheel but they have to understand the wheel". Share the big picture with them: How the company is performing compared with competitors and the range of raises the organization is offering this year. It will be good to "Ground it in facts. Explain what people are getting for this job with this title in this market with these skills". You'll also want to explain how the decision behind the numbers was made. This can be difficult if you weren't the one making the call — but give as much information as you can. Don't engage in conversation about other employees' pay. If someone gripes that a colleague is making more, respond with something like, "I'm only willing to talk with you about your compensation and performance. It's not fair to talk about others."

Be ready for a reaction

Even if you think you're giving great news, be prepared for some emotion. These are loaded conversations. "You can't be Santa Claus and give everyone everything they wish for. "When an employee gets upset, make sure you hear them and recognize their emotions but don't cave".. If there's a way to address their concerns — perhaps you can see if there's more money available — offer to get back to them in a few days. It's your job to go to bat for the employee if you feel it's warranted. "But don't leave the door open unless you intend to take action". Whatever you do, don't reward managers for throwing tantrums. That sets a bad precedent for future conversations.

HR-OIE Team Spotlight

LOREN STUKEY

Payroll Assistant
stukld01@pfw.edu
 260-481-6682



Loren joined the HR-OIE team in December of 2019 as a HR Assistant. In August of 2021, she accepted the position of Payroll Assistant. Loren is currently in her junior year at Purdue University Fort Wayne and plans to graduate in May of 2023. She is studying Organizational Leadership with a concentration in Human Resources. Loren has been listed on the Dean's and Semester Honors List each semester enrolled. She is a first-generation college student and working to graduate college debt free. Once graduating, Loren hopes to find a job in recruitment or a similar role. Outside of studies and work, Loren enjoys traveling, running, and spending time with her friends and family.

Office of the Ombudsperson

Project WHEN

The opportunity to work in a university setting is rewarding!

Purdue University Fort Wayne is an excellent place to work. Empowered by the presence of students, strengthened by the dedication of our faculty, and enhanced by our administrators and staff, our work will continue.

In all candor, interpersonal challenges, power differentials, and skirmishes can lead to conflict within any workplace.

According to ProjectWhen, a research organization focusing on solutions in workplace harassment, an alarming trend seen in colleges and universities today is allowing a culture where normalized unacceptable and inappropriate behavior. Equally concerning, research advises that offensive conduct goes unpunished, and reported incidents are swept under the rug by school administrators who are determined to turn a blind eye to pressing issues.

Locally, our university is not exempt or immune from matters of hostility, bullying, aggression, privilege, and the like. By having an Ombudsperson, Purdue University Fort Wayne's Human Resources and Institutional Equity has taken positive steps to engage employees and address such matters by having a triad of Employee Relations, OIE, and the Ombudsperson to confidentially help address routine workplace challenges.

What causes workplace challenges?

The U.S. Equal Employment Opportunity Commission (EEOC) identifies specific risk factors within higher education systems. Power disparities, fear of retaliation, the nuances within the tenure process, and organizational structures that place lower-ranking employees at a disadvantage from those with titles, influence with leaders, or political power.

Another risk area is the lack of diversity, equity, or "only one." Gender, sexual orientation, cultural differences, race, age, language, political views are areas of increased risk. Equally, privilege, elitism, isolation, lack of engagement, and ignoring all cause challenges.

Again, Purdue University Fort Wayne is an excellent place to work. It is everyone's job to make our environment a positive one with a sense of belonging for all.

How do we accomplish this task?

- **Address challenges directly**
- **Learning and education**
- **Accountability at all levels of the organization**
- **Promote the Statement on Civility**

Dignity and justice for all!

Project WHEN is a 501(c)(3) nonprofit organization, founded by Diane Stegmeier, author of *The Critical Influence Approach to Effective Work Environments*. The organization focuses its research and implementable solutions on all areas of workplace harassment, to include sexual and physical harassment, quid pro quo harassment, microaggression, bullying, job shaming, verbal threats, derogatory comments, discriminating or exclusionary behavior, and other forms of offensive conduct.

www.projectwhen.org

Office of Institutional Equity

USPS Commemorates Title IX 50th Anniversary with 2022 Stamps



This stamp release commemorates the 50th anniversary of the passage of Title IX, the civil rights law prohibiting discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. Applied at educational institutions over a wide range of programs, its most visible impact has been on school athletics. Four different stamps feature dark blue silhouettes of one of four female athletes: a runner, a swimmer, a gymnast and a soccer player. Yellow laurel branches, symbolic of victory, rest in their hair and on the swimmer's cap. Artist Melinda Beck designed the stamps. Derry Noyes was the art director.

<https://about.usps.com/newsroom/national-releases/2021/1101-usps-reveals-new-stamps-for-2022.htm>

Office of Institutional Equity

OIE Wordle

Follow the link below to enjoy an OIE themed Wordle!

<https://mywordle.strivemath.com/?word=ywmlw>

HB Wellbeing

March Healthy Boiler Wellbeing Events

Theme: Breathe Easy

Healthy Boiler Pillar: Behavioral Health



Employee Yoga

Wednesdays, March 2,9,16,30

12 - 1 p.m.

Fitness Studio, Gates Athletics Center and Virtually via Zoom



Yoga incorporates movement with deep breathing techniques to de-stress, maintain or develop good balance and flexibility for life. Learn poses and techniques to practice yoga anytime, anywhere. Participants work at their own level guided by health coach Lindsay Bloom. Class meets in-person and virtually every Wednesday. All levels welcome. Open to all faculty and staff.

In-person class: Space is limited. Meet at the Fitness Studio in the Gates Sports Center. **Note:** March 2 class will be held in Walb 114. No class on March 23.

Virtual class:

[Join the ZOOM presentation:](#)

Meeting ID: 971 2106 0966

Passcode: Relax

Healthy Boiler Workshop: Breathing Exercises for Relaxation

Friday, March 18

noon – 1 p.m.

Virtual via Zoom

This interactive presentation will discuss the health benefits of deep breathing and participants will learn deep breathing techniques for stress reduction and relaxation.

To register: Benefits-eligible employees and their covered spouses should log in to the [Healthy Boiler Portal](#). Registration link can be found under the “Healthy Boiler Workshops” section on the portal’s home page. Hover over the workshop’s square and hit “Submit” to register.

If you haven’t registered for the Healthy Boiler Program, [learn more about how this program can work for you](#) and [register](#). All other employees: Please [email Lindsay](#)

Save the Date—2022 Well-being Summit

Purdue Fort Wayne WellRec will present a Well-being Summit on Wednesday, March 23, from 7 a.m. to 7:30 p.m. The Well-being Summit offers a mixture of in-person health screenings and activities and virtual presentations which highlight the five pillars of Well-being from the Healthy Boiler Program—behavioral health, financial wellness, physical health, social wellness, and work-life integration. This event is open to all students, faculty, and staff.

All faculty and staff are encouraged to participate in the summit, with supervisor support, by attending online events, scheduling health screenings, and taking advantage of resources that will be available at the summit, including virtual breakout sessions, in-person health screening and activities, resource tables, Grab-and-Go snacks, gift drawings, and more. Details about the summit will be coming soon.

Questions? Contact Eric Manor, director of WellRec, at manore@pfw.edu or 481-6647.

Healthy Boiler Book Club

Thursday, March 24

3:30-4:30 p.m.

Virtual

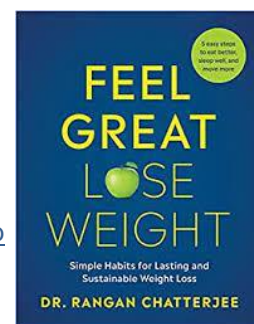
The [Healthy Boiler virtual book club](#)

will continue to discuss the book,

[Feel Great Lose Weight](#) by

Dr. Rangan Chatterjee, who offers

a creative approach to maintaining weight loss by learning what triggers eating habits and how to apply what we learn into long-term, simple habits that improve overall health and well-being. View the [reading schedule](#).



Led by health coach Lindsay Bloom, the club will discuss the book, share tips, and explore ways to integrate health and wellness ideas into our daily lives. All faculty and staff are welcome. You may join the club no matter where you are in the book. The meeting link will be sent prior to the event.

For questions, book suggestions, or to join us, email Bloom at lbloom@pfw.edu.

#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](#).

Mental Health Corner

Spring Fever? Ways to Prepare!

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

The period after the Winter Break is a time of increased stress and anxiety for both staff and students. Students are increasingly depending on faculty to assist with their mental health needs. Here are some tips to better support yourself and the students you serve?

Be the advocate, not the counselor – If you identify a student in need, help point to PFW supports. Universities campuses are equipped with access to many supportive resources. Know what campus resources are available in advance or simply fill out a Cares Referral at: <https://www.pfw.edu/offices/dean-of-students/CARE-Team/>

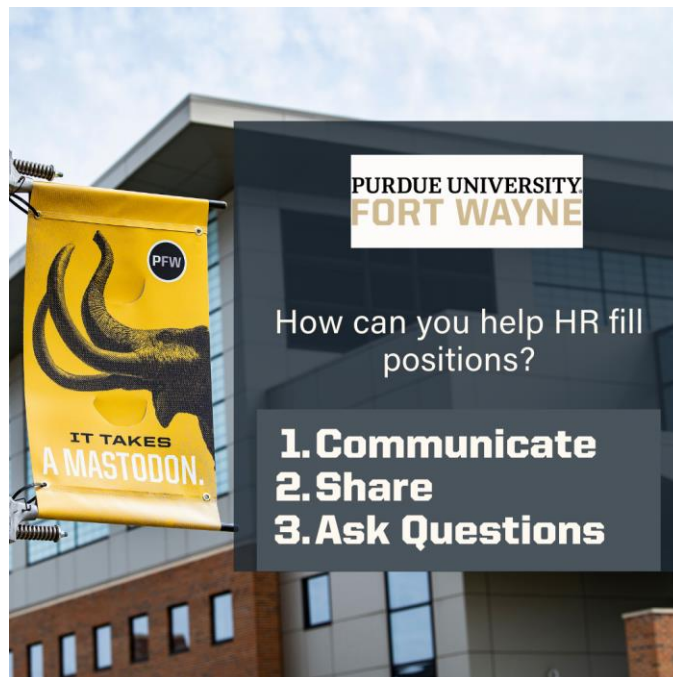
Emotional Hygiene – Focus on how you take care of your emotional wellness. Identify specific skills you practice daily & weekly to tend to your emotional wellness. For example, how often do you turn off all devices for a digital detox? How do you connect with nature? How do you maintain peer support? We recognize the need for daily physical hygiene.

EAP – Struggling? You are not alone. Private and confidential support is available through your Employee Assistance Program. Call today to set an appointment today. 1.800.342.5653
More resources regarding your EAP: <https://www.pfw.edu/offices/human-resources/eap/>



Talent Acquisition

How Can You Help Fill Open Positions?



Hello friends of Human Resources! If you haven't met me yet, I am Kendall Hovis, the university's new Talent Acquisition Specialist. I have been working hard and quickly to try and fill our open positions at Purdue Fort Wayne. I want to touch base on a few ways you can help us fill these positions whether you are on the hiring committee or not.

1. **Communication.** If you are a hiring manager or search team chair, communication is key in quickly filling your position. It is important to keep Talent Acquisition involved in every step of the process from selecting candidates to interview to reference checks. I am here to help you and I want to ensure we are following every step of the process correctly.
2. **Sharing our postings.** We post on several sites so if you see a post, share it with your friends and colleagues and talk about how awesome it is to work at PFW! Don't forget to connect with me on LinkedIn and share our posts there too! <https://www.linkedin.com/in/kendall-hovis-9b4382152/>
3. **Asking questions.** If you are unsure about something, don't hesitate to ask!

The core of our university are our employees and we want to make sure we are building the best teams we possibly can!

Questions? Please contact Kendall at kshovis@pfw.edu or 260-481-6684.

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

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