Human Resources

Develop A Strong Employee Development Process

Goal Description:

The Human Resources Department will develop a strong employee development process.

RELATED ITEMS

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RELATED ITEM LEVEL 1

Implement The Cornerstone Performance Management System

Performance Objective Description:

The Human Resources Department will complete the implementation of the Cornerstone Performance Management System.

RELATED ITEM LEVEL 2

Implementation Of Cornerstone Performance Management System

KPI Description:

The Human Resources Department will complete the implementation of the Cornerstone Performance Management System and initiate the annual appraisal process for managers and employees during April 2016.

Results Description:

The Human Resources Department completed the implementation of the Cornerstone Performance Management System and initiated the annual appraisal process for managers and employees during April 2016.

RELATED ITEM LEVEL 1

Integrate Staff Development Into The Staff Appraisal Process

Performance Objective Description:

The Human Resources Department will integrate the use of the Learning Management System into the staff appraisal process to promote continuous learning and improvement for department managers and employees.

RELATED ITEM LEVEL 2

Improve Communication Of Progress Toward Training Goals

KPI Description:

The Human Resources Department will implement the Universal Profile functionality in the Cornerstone online talent management system. This functionality will provide employees and managers with additional information that will assist with improved communication of progress toward training goals.

Results Description:

The Human Resources Department implemented the Universal Profile functionality in the Cornerstone online talent management system. This functionality provides employees and managers with additional information to assist with improved communication of progress toward training goals.

RELATED ITEM LEVEL 1

New Staff And Faculty Onboarding Process

Performance Objective Description:

Human Resources will move the onboarding process for new staff and faculty employees to the Cornerstone online system. This is the same system currently used for professional development, training, and performance management.

RELATED ITEM LEVEL 2

Complete New Onboarding Process For New Staff and Faculty

KPI Description:

Human Resources will complete the new onboarding process in the Cornerstone online system. This new functionality will be available to new hires beginning January 16, 2016.

Results Description:

Human Resources completed the new onboarding process in the Cornerstone online system. This new functionality is currently available to staff and faculty new hires.

Facilitate Continuous Improvement Within Department

Goal Description:

Facilitate continuous improvement efforts within the Human Resources Department.

RELATED ITEMS -

RELATED ITEM LEVEL 1

Compensation Review For Staff Internal Pay Equity

Performance Objective Description:

The Human Resources Department will complete a compensation review of staff job offers and reclassification requests for internal pay equity.

RELATED ITEM LEVEL 2

Review Of Staff Job Offers And Reclassification Requests

KPI Description:

The Human Resources Department will review each staff employee job offer and reclassification request for internal pay equity, addressing any concerns with the applicable hiring supervisor or department administrator.

Results Description:

The Human Resources Department reviews each staff employee job offer and reclassification request for internal pay equity, addressing concerns with the applicable hiring supervisor or department administrator.

RELATED ITEM LEVEL 1

Consolidation Of Classification System

Performance Objective Description:

The Human Resources Department will consolidate staff position classes within the classification system.

RELATED ITEM LEVEL 2

Provide More Reliable Compensation Analysis And Career Paths

KPI Description:

The Human Resources Department will consolidate staff position classes within the Staff Classification System in order to provide more reliable compensation data analysis and aid in the design of staff position career paths.

Results Description:

The Human Resources Department consolidates staff position classes within the Staff Classification System on an ongoing basis in order to provide more reliable compensation data analysis and aid in the design of staff position career paths.

RELATED ITEM LEVEL 1

Review Of Staff Hiring Process

Performance Objective Description:

The Human Resources Department will work with a focus group to review the staff hiring process. The focus group will include employees from each division. Topics will include a discussion of the current staff hiring process, sharing ideas about possible changes, and encouraging the participants to provide their ideas and feedback.

RELATED ITEM LEVEL 2

Utilize Feedback From Staff Hiring Process Focus Group

KPI Description:

Human Resources staff will utilize the feedback received from the Focus Group to improve the staff hiring process.

Results Description:

Human Resources staff utilized the feedback received from the Focus Group to improve the staff hiring process. Examples of changes to the hiring process include: more discussion with the hiring manager prior to posting to ensure an effective position posting; providing the hiring manager with flexibility of using a "combination of education, experience and training" and "or related field" statements in postings; the ability to use disqualifying screening questions on postings; eliminating the HR initial review of applications; hiring departments scheduling interviews after HR verification of minimum requirements for the candidates to be interviewed; and providing more communication with applicants earlier in the hiring process. A Hiring Manager's Guide was created to provide hiring departments with key details regarding the process.

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