

# Human Resources

## Develop A Strong Employee Development Process

**Goal Description:**

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

RELATED ITEMS - - - - -

RELATED ITEM LEVEL 1

**Additional Online Training**

**Performance Objective Description:**

The Human Resources Department will provide additional online training sessions via the Cornerstone Talent Management System to promote continuous learning and improvement for department managers and employees.

RELATED ITEM LEVEL 2

**Additional Job Specific Training**

**KPI Description:**

The Human Resources Department will provide additional job specific training for employees. The "Come for Coffee" series of training events will provide training opportunities for participants to receive up to date information from knowledge experts on various topics.

**Results Description:**

The Human Resources Department provided the following “Come for Coffee” training events during FY 2017 to provide employees with additional job specific training: Staffing & Diversity; Performance Appraisals – Getting Results; How the Money Flows at SHSU; University Social Media; and FERPA – What You Need to Know.

RELATED ITEM LEVEL 1

**New Student Employee Onboarding Process**

**Performance Objective Description:**

Human Resources will move the onboarding process for new student 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 Student Employees**

**KPI Description:**

Human Resources will complete the new onboarding process for new student employees in the Cornerstone online system. This new functionality will be available to new hires beginning January 2018.

**Results Description:**

The Human Resources is on track to complete the new onboarding process for new student employees in the Cornerstone online system. This new functionality will be available to new hires beginning January 2018.

RELATED ITEM LEVEL 1

**Utilize The Cornerstone Performance Management System For Additional Efficiency**

**Performance Objective Description:**

The Human Resources Department will further utilize the Cornerstone Performance Management System to provide additional efficiency for department administrators and employees.

RELATED ITEM LEVEL 2

**Utilize The Cornerstone Performance Management System For Faculty Tenure And Promotion Review**

**KPI Description:**

The Human Resources Department is working with the Provost's Office to utilize the Cornerstone Performance Management System for the Faculty Tenure and Promotion Process. The College of Education is participating as a pilot group during the 2016-2017 review period. Utilizing the online system for this process will provide increased efficiency for all participants in the process.

**Results Description:**

The Human Resources Department worked with the College of Education as a pilot group during the 2016-2017 review period to utilize the Cornerstone Performance Management System for the Faculty Tenure and Promotion Process. The pilot program was a success and the Provost's Office is interested in using this method moving forward. Utilizing the online system for this process will provide increased efficiency for all participants in the process.

## 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.

RELATED ITEM LEVEL 1

Improvements To Hiring Process

Performance Objective Description:

The Human Resources Department previously worked with a focus group of employees from each division to review the hiring process. Human Resources will utilize the feedback to provide additional efficiencies in the hiring process.

RELATED ITEM LEVEL 2

Implementation Of The New Hire Export Process Between PeopleAdmin And Banner

KPI Description:

Human Resources staff will work with PeopleAdmin and Ellucian to implement the New Hire Export process. This process will provide hiring departments with the ability to obtain approvals for new hires within the PeopleAdmin system and alleviate the need for hiring departments to create new hire Electronic Personnel Action Forms (EPAFs) in Banner. This process will be implemented for staff new hires in 2017.

Results Description:

Human Resources staff worked with PeopleAdmin and Ellucian to implement the New Hire Export process; however, during the testing stage of implementation, it was determined that the process would not increase efficiency. This new process will not be implemented for staff new hires.

RELATED ITEM LEVEL 2

Search Committee Training And Resources

KPI Description:

The Human Resources Department will provide online Search Committee Training and resources to assist search committees and hiring administrators with the hiring process.

Results Description:

The Human Resources Department has provided online Search Committee Training and resources to assist search committees and hiring administrators with the hiring process.