Human Resources

The importance of professional development

Professional development is an important aspect of career growth and job satisfaction. As times change so do the skills needed for your job. Participating in trainings are great ways to stay up to date. Professional development is also very important if you want to move into a new position. Taking the initiative to learn the skills you will need for the new position you are interested in will give a good impression and show you are ready for that new responsibility. Trainings can be great ways to stay up to date.

Professional development also has an effect on a department overall, and not just the individual. When people continue to better themselves and learn within a department this brings in new ideas and energy. This can help improve the environment of the department as a whole. There are many opportunities for professional development on campus. Check the newsletter for upcoming trainings or at http://hraadi.mst.edu/hr/professionaldevelopmentandtraining/.

1 year anniversary of ePAF

We’ve passed the 1 year mark on the ePAF process! We know it was a big change, and a bumpy start but we’ve come very far.

Thank you to everyone’s patience, participation and input on the process. The ePAF team will continue to improve upon the process.

Congratulations to the ePAF team for all of the hard work you did to get ePAF off the ground!

Trainings

Upcoming EAP trainings

Anitra Rivera, our Employee Assistance Practitioner has several upcoming trainings available to all staff and faculty. On August 1 there will be a Resiliency training. This training will talk about how to bounce back from stressful situations. This training focuses on how we need to be resilient in both our personal and professional lives. Anitra will discuss coping strategies to help build resilience and the 7 Cs of resilience. This training will equip you with the tools needed to help deal stress and how to move forward.

On August 15 Anitra will be hosting a Civility in the Workplace training. This training will discuss how civility isn’t just manners. This seminar focuses on how behavior affects the work environment. We will discuss how civility relates to professionalism, communication, and business etiquette. This seminar will equip you with the tools needed to help deal with incivility and conflict. You will also learn strategies to make a positive impact on your work environment.

There will also be a Diversity and Inclusion Hiring Workshop on August 5. This training will talk about bias and how it can affect the recruiting process. It will also cover recruiting best practices, and how we can be more inclusive in our hiring practices.

If you are interested in attending any of these trainings, or have questions, please contact Anitra at ext. 4632 or at riveraac@mst.edu. For a complete list of upcoming trainings go to http://hraadi.mst.edu/hr/professionaldevelopmentandtraining/.

Years of Service

August 2014 years of service anniversaries

Please help us in congratulating the following employees on their years of service at the University!

Academic Affairs
Admissions
Athletics & Recreation
Athletics & Recreation
Athletics & Recreation
Athletics & Recreation
Communications
Landscape/Custodial Services
Landscape/Custodial Services
Materials Research Center
Office of Global Learning
Office of Undergrad Studies
Printing and Mail Services
Regional Prof Development
Student Diversity Programs

Mitsy Daniels
Lynn Stichnote
Steven Olds
Michael Perkins
Patti Peterson
David Scholl
Nicholas White
Joyce Jacobs
Stephanie Fann
Virginia Hauck
Eric Bohannan
Christina Adams
Dana Rapier
Albert Wallis
Diane Stamp

Eric 5
Virginia 10
Dana 30
Eric 15
Stephanie 10
Christina 10
Dana 30
Diana 10
Eric 5
Smoking Cessation Programs

Our Wellness team has many programs to help employees through the process of quitting smoking.

You can also follow this link: [http://www.umsystem.edu/curators/wellness/stop-smoking]

diversity & inclusion

Being inclusive in the new school year

The new school year brings new students, and it also brings new Faculty and Staff to campus as well. With all of the new faces on campus the beginning of the school year is a great opportunity to practice being inclusive. Here are some ideas on how to be inclusive to new Staff and Faculty you may be working with.

Introduce the new employee to everyone in the department. This sounds like a no brainer, but it does not always happen. The new semester is a busy time and sometimes this simple act gets swept under the rug. Make sure that everyone on the team gets to know each person in the department in case they need their assistance.

Have a department get together. This does not need to be anything big, no need to cater. It could be a Friday afternoon potluck, or a simple morning get together with some coffee and bagels. Having a casual get together can help welcome new employees and give them a more relaxed environment to get to know their co-workers and gives everyone an opportunity to bond.

Make sure that new employees know about resources on campus. New employees are told about resources during monthly orientation, but it is helpful to give that information to employees. Creating a resource sheet with things like where HR is located, the bookstore, and where the walk in IT center is. These are helpful things for a new employee to know. You could even add in community resources if the person is new to the area.