We are pleased to present the first bi-monthly issue of The HR Insight Newsletter for the Clinical Neuroscience Administrative Center and its Departments. The goal of this newsletter is to keep all Faculty, Staff, and Students updated on HR processes, policies, and upcoming events.

HR PROFILES

THE NEW CNC ADMINISTRATIVE CENTER DIRECTOR

VICKI ROSS

Please welcome Victoria Ross, our new Clinical Neuroscience Administrative Center Director. Vicki recently started with us this past June. She hails from Chicago, IL where she worked at Northwestern Medical Faculty Foundation. At NMFF she served as the Neurology department administrator since 1998. Vicki’s experience includes clinical operations, physician practice management, basic and clinical research management, and doctoral, medical, and graduate medical education. She served as part of an executive team that led her department through a period of growth in both size and stature.

Vicki’s office is located in the Mayo building room D-610A. You may contact her at vpross@umn.edu or (612) 625-8681.

EVENTS

FARMERS MARKET

The University of Minnesota Farmers Market is back on Church Street every Wednesday through October 9, 2013, from 11-2, rain or shine, offering a wide variety of locally grown produce, berries, and flowers.

STATE FAIR

Visit the U of M’s building at the State Fair Aug 22 – Sept 2, with a special Neurosciences event all day on Saturday August 31st. See how the entire University is driven to unearth discoveries that are changing the world. Please click here for more information.

Discover the U at the MINNESOTA STATE FAIR
HR NEWS

BACKGROUND CHECKS REQUIRED FOR ALL NEW EMPLOYEES

As of August 1, 2013, background checks will be required for all hires (excluding students), all internal transfers and reassignments, and anyone (including volunteers) that will be interacting with or overseeing minors.

Background checks will also be required every three years for those that are working in programs with minors.

The finalist will have five days to submit their background check information, or the offer will be withdrawn. They must have completed the background check and have been determined eligible for employment, before they can begin working.

This revised policy may affect hiring time and costs for units, however with departmental cooperation, the new process and reduced cost from our new vendor should make these changes manageable.

The revised Background Checks and Verifications Administrative Policy can be viewed at here.

NEW PAT NARRATED TRAINING FOR SUPERVISORS AND EMPLOYEES

We are excited to present new PAT training for supervisors and employees. Please visit our CNC PAT website at www.med.umn.edu/cnc/hr/PAT and click on “How to Navigate the PAT System: Guided Training”. This narrated training will walk you step by step through the PAT system as well as provide a detailed description of the performance ratings.

WORDS TO LIVE BY

“Never let the things you want make you forget the things you have.”
DID YOU KNOW?

Did you know Dr. Suma Jacob of the Department of Psychiatry was recently featured on KSTP-TV in a discussion about identifying the risk factors for “Mar Autism”? Dr. Jacob’s clinical specialties include developmental disorders that affect rigid, inflexible behaviors and social functioning including autism, obsessive compulsive disorder, social anxiety and selective mutism. Treatment modalities include group, family and individual cognitive behavioral therapy along with medication management.

To watch the interview on KSTP please click here.

Please Welcome Our Newest Employees

NEUROLOGY
Michael Baumrucker
Samantha Degroot
Carly Dolan
Tanner Fuchs
Michelle Gastecki
David Heinitz
Maria Johnson
Pranil Mane
Shane Nebeck
Dr. William Schmalstieg
Jackie Vachon

PSYCHIATRY
Sunday Francis
Alison Govanelli
Rachel Hildebrand
Katie Loth
John Smethells
Jennifer Speak

HELPFUL WEBSITES

OHR JOB FAMILY STUDY
For the latest information and resources please visit www.umn.edu/ohr/toolkit/compensation/jobfamily

SUPERVISOR TRAINING RESOURCES
For various training and performance management resources please visit www.umn.edu/ohr/supervisors/resources