We are pleased to present 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

PLEASE WELCOME CARYN KORMAN TO PM&R/PHYSICAL THERAPY PROGRAM!

We are excited to welcome Caryn Schultz Korman to the Physical Therapy Program as Director of Alumni Relations. Caryn is an accomplished alumni professional with nearly 20 years of experience in the advancement field. She previously worked for the University of Illinois and University of Minnesota Alumni Associations.

Caryn’s initial focus will be on collecting alumni data, creating an annual communications plan to alumni and will oversee the annual fund efforts. One of her primary initiatives will be the 75th reunion for the PT program which will occur in 2016. This reunion year will create a variety of volunteer opportunities to engage alumni and several special events to celebrate this milestone for the program. Caryn is honored to be in this role and looks forward to getting to know and building even stronger relationships with the program’s alumni.

Caryn has her B.A. from Eastern Illinois University and her M. Ed. from Loyola University Chicago. She is married with one young daughter and volunteers on a regular basis at her daughter’s school. She is an avid swimmer and enjoys time with family and friends. Welcome, Caryn!

ESUP UPGRADE

START PREPARING FOR GO-LIVE!

The go live date for the ESUP Upgrade has been pushed back and we hope to hear the go live date sometime next week. Let’s use this extra time to start training to prepare for the changes in the new system!

How Can I Prepare for the Upgrade?

Employees will be required to complete time and absence reporting trainings. These trainings are available here and found under the “Human Resource Systems” tab.

All supervisors will need to complete the following two training modules, found under “Time Reporting”:
- Approving Time and Absences
- Delegating Approvals for Time, Absence or Recruiting

All civil service, labor represented employees will need to complete the following two training modules:
- Reporting Time (under “Time Reporting”)
- Submitting an Absence (under “Absence reporting”)

All professional, administrative and faculty employees will need to complete the following training module, found under “Absence Reporting”:
- Submitting and Absence

All Students and Temp Casual employees will need to complete the following training module found under “Time Reporting”:
- Reporting Time
HR NEWS

SUPERVISOR ASSESSMENTS DUE FEBRUARY 20TH

Supervisor Assessments for the 2014 Performance Appraisals are due on February 20th.

To review the Performance Appraisal Tool Timeline, Click Here

PAT PERFORMANCE LEVELS AND DEFINITIONS

It is very important that both employees and supervisors take a few minutes to review the Rating Job Aid before they complete their designated portion of an appraisal.

UNSATISFACTORY (U):
Performance is frequently unacceptable. Coaching and training, if applicable, have not resulted in satisfactory improvement to work performance.

REQUIRES IMPROVEMENT OR LEARNING ROLE (R):
Performance of certain responsibilities is unacceptable and does not achieve expected results. Proficiency may be demonstrated in some areas of responsibility, but other key areas require significant improvement.

MEETS EXPECTATIONS (M):
Demonstrates full competency in the majority of core job responsibilities and expectations. Achieves results as expected for this position. May occasionally produce work at an exceptional level or at a level requiring improvement.

EXCEEDS EXPECTATIONS (E):
Performance consistently exceeds established expectations and standards for quality, quantity and timeliness. Takes initiative and engages in creative problem solving, performance is beyond what is expected in most aspects of the job.

OUTSTANDING (O):
Performance frequently and significantly exceeds established expectations and standards for quality, quantity and timeliness; outcomes are well above fully competent performance; elevates standards to a new level, explores and implements improved methods of accomplishing desired outcomes.

Employees and Supervisors must provide proper detailed explanation for all areas to justify performance ratings. Appraisals with minimal explanation will be sent back for further review.

WORDS TO LIVE BY

“The secret of change is to focus all of your energy, not on fighting the old, but on building the new.”
-Socrates
**PLEASE WELCOME OUR NEWEST EMPLOYEES**

*Faculty, Staff, Residents & Students who started December/January*

**PSYCHIATRY**
- Sarah Hutchinson
- Rachel Keszycki
- Mark Kramer
- Sampada Sinha, PhD

**NEUROLOGY**
- Basem Al-Shayeb
- Scott Cooper, MD
- Sarah DuCloux-Potter
- Kul Karanjeet
- Harrison Kelner
- Kailee Leinonen
- Kelly Ryberg
- Hans Zander

**PHYSICAL THERAPY**
- Justin Blood
- Rebecca Horton
- Kristin Johnson
- Sharon Kimble
- Caryn Korman
- Elizabeth Stafford

---

**EVENTS**

**CAMPUS CLIMATE: FROM CONVERSATION TO ACTION**

All members of the University of Minnesota Twin Cities campus community—students, staff, and faculty—are invited to attend a Campus Climate Open Space event. Join us for a day to collectively forge a path toward an improved campus climate that’s welcoming, inclusive, and respectful for all. It will be an engaging, participatory day of working together!

**Date:** Thursday, February 5, 2015  
**Time:** 9:00 a.m. to 4 p.m.  
**Location:** Coffman Union, Great Hall  
Lunch will be provided  
**To Register:** [Click Here](#)

This event will operate using a participatory process known as [Open Space Technology](#). You create the agenda. Come for the whole day or come when you can!

To learn more about this exciting event, [click here](#).

---

**TRAINING EVENT**

**Bystander CPR Class**

AHC Prepared: Topics in Emergency Preparedness is offering a free Bystander CPR Class

**Date:** Tuesday, February 10  
**Time:** 12:00pm-1:00pm  
**Location:** Minneapolis Campus - [Mayo Auditorium – 4th floor of the Mayo Memorial Building](#)  
**To Register:** [Click Here](#)  
Please register by Friday February 6 (Pre-registration is required. Class size limited)

Learn how to assist someone experiencing sudden cardiac arrest, perform hands only CPR and learn to use an Automated External Defibrillator (AED)

---

**COMMENTS OR SUGGESTIONS**

We value your input, if you have any comments or suggestions for our Newsletter please feel free to email us at [mmpeters@umn.edu](mailto:mmpeters@umn.edu)