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HR REVIEW

NEWS & INFORMATION FROM THE HUMAN RESOURCES DEPARTMENT

Volume 1, Issue 3 Boise State University October 10, 1994

REFERENCE CHECKS

HR is often requested to conduct reference checks for prospective classified employees. We'd be happy to conduct these checks for departments. We ask that you limit your requests to three candidates per vacancy. We have a standard format that we prepare and will communicate the results of our inquiries to the department representative responsible for making the hiring decision. This information is considered highly confidential and should never be shared with the applicant as reason for employment or not.

We also receive requests for verification of employment. HRD handles all such requests for all employees except students.

In addition, if your department receives Unemployment Claims, these should be sent (or better yet, hand-delivered) to Human Resources as soon as possible. These claims must be responded to within a very limited time period. Often times, we must collect information from several departments to accurately respond to these claims.

Any questions, just give us a call.

Q & A SECTION

Q: Who is our Employee Assistance Program (EAP) Provider?

A: Beginning July 1, 1994, our new provider is Interpersonal Dynamics. They are located at 323 North Allumbaugh in Boise and their phone number is 323-1700.

Q: How many visits can my family and I have?

A: With the new provider, you are allowed 12 visits per fiscal year (July 1 thru June 30) per incident.

E-PDQ

If you need Position Description Questionnaires (PDQs) and are on-line with WordPerfect Office or Pegasus Mail, let us E-mail them to you!

PDQs for Classified and Exempt staff, classified PDQ attachments, and ADA (Americans with Disabilities Act) forms are available. Just let Joan Thies know which form you need by E-mailing her at APOTHIES (for WordPerfect Office) or call her at extension 1648 and she will send you the form you need via an E-mail message attachment.

If you are using WordPerfect Office for Windows, receive the document by double-clicking on the item in your In-Box. Then double-click the attachment icon in the "Attach" box at the bottom of your screen. You will need to save the attachment by going to "File" on your menu bar, and choosing the "Save" option from the pop-up menu. You may want to save the attachment in the directory you normally use for WordPerfect documents.

The PDQ can then be filled in and edited like any other WordPerfect document. When you have completed the PDQ, please print the document and send two paper copies to Human Resources with appropriate signatures.

If you have any questions about this process, call Joan at extension 1648. If you need help in receiving the document or other WordPerfect Office questions, please call the Center for Data Processing Help Desk, extension 4357.

TEMPORARY CLASSIFIED POSITIONS

Qualified applicants are needed for a variety of temporary classified positions. Please contact Viola Boman at 1617 or apply in person at HRD located at A-218.

NEW EMPLOYEES
(Hired after September 21, 1994)

- √ Paul Berntsen - Painter, Student Residential Life
- √ Shontel Conlin - Secretary, Nursing Dept.
- √ Rosemary D'Arcy - Director, Center for Management Development
- √ Teresa Moren - Clerical Specialist, Continuing Education
- √ Stephen Morton - Painter, Student Residential Life
- √ Lance Olson - Custodian, Physical Plant
- √ Daniel Termini - Building Superintendent, Athletics

A hearty BSU welcome to all of you!!

TRANSFERS

- √ Kim Pierce - Word Processing Generalist, Geosciences

TRAINING SCHEDULE

Call 4419 to register or for additional information.

Employee Orientation	11/1
Ins and Outs of the Financial System	TBA
Performance Management Step I: Planning for Effective Job Performance	10/26
Purchasing Rules and Regulations	10/27
Time Management	10/25
Dealing with Employees in Difficult Situations: A Workshop for Supervisors	10/18
Performance Management Step II: Getting Results Through Feedback, Coaching and Progressive Discipline	11/2
Performance Management Step III: Conducting a Win/Win Performance Appraisal Interview	12/8
Training Session for Student Employee Supervisors	10/12

HUMAN RESOURCES DEPARTMENT STAFF

Jane Buser	Director	1739
Debi Alvord	Assistant Director	1740
Viola Boman	Employment Administrator	1617
Sharon Yates	Benefits Administrator	3265
Joan Thies	Personnel Analyst	1648
Sandra Howell	Tech. Records Specialist	1638
Kristi Covington	Tech. Records Specialist	1619
Sue Lewis	Public Service Rep.	1616
Catherine Hoselton	Benefits Assistant	4450

VACANCIES

Contact Viola Boman at 1617 for additional information on the following classified positions:

- Air Quality Energy Conservation Specialist - Physical Plant
- Carpenter - Student Residential Life
- Clerical Unit Supervisor - Survey Research Center
- Custodian - Physical Plant, Student Residential Life, Student Union Building
- Grounds Maintenance Worker - Athletic Department
- Library Assistant I - Library
- Radio Operations Manager - BSU Radio
- Records Clerk - Athletic Department
- Secretary - Bookstore

Contact Trudy Leininger at 3648 for additional information on the following positions:

- Assistant/Associate Professor - Psychology
- Assistant Professor - Dep't. of Social Work
- Assistant Professor - Macroeconomics
- Assistant Professor - Spanish/Applied Linguistics
- Coordinator - Institutional Assessment
- Department Chair - Art Department
- Recruiter - HEP and CAMP Program

Anyone interested in testing for Receptionist, Public Service Representative, or Custodian can schedule an exam for any Saturday or Thursday at 8:00 a.m. during the month of October. Call 334-2263 to schedule a testing time. Testing will be held at the Idaho Personnel Commission. A completed application and PC 1-A must be presented at the time of testing.

BENEFIT NOTES

The Public Employee Retirement System of Idaho (PERSI) membership statements have been sent to all participating employees. Your statements show account balances through June 30, 1994. This report includes months of credited state service, average monthly salary and accrued benefits. We have had a number of questions about the forms this year, and would suggest that you contact PERSI directly with your questions since they have the most current information. PERSI's phone number is 334-3365 and the Field Representative for Boise State is Anna Garlock. New PERSI handbooks are being mailed to you next week.

Employees with either TIAA/CREF or Valic as a retirement carrier receive quarterly reports updating their accounts. Representatives from both companies will be holding seminars on campus this fall.