



Announcements

Save the Dates

Next HR Forum: January 9, 2018

Our team is
growing



Blake Bissing, Human Resources Analyst, Compensation

Blake is from the Waco area and enjoys reading and working with data. Welcome, Blake!

Elizabeth Cruz, Admin. Asst. II, Professional Development

Elizabeth is Floridian by birth and a Bobcat by the grace of God. She is a proud Texas State Alumna with a Bachelors of Business Administration in Management, with an HR concentration. During her spare time, she enjoys learning about leadership development, supporting our Texas State Department of Theater and Dance, traveling and learning Italian. She plans to obtain her Masters of Science in Human Resource Management in the upcoming year.



Performance Management: Mid-Cycle Review

We have entered the Mid-Cycle Review phase of the Performance Management process. The following steps should be taken in order to stay on track:

1. Supervisor arranges informal meeting with employee
2. Supervisor and employee meet to discuss and assess progress based on the previously established performance plan
3. Discuss if there are any changes that need to be made to the plan
 - Has a goal or job duty changed?
 - Is the employee actively on target?
 - Adjust the status of the goals in the plan based on the employees performance thus far

What is the mid-cycle review?

An informal one-on-one meeting between supervisors and employees to assess progress on your previously established Performance Plan

When should it occur?

October - November



Announcements

Revision to UPPS 04.04.35: *Professional Development and Educational Opportunities*

Currently under review is University support for GED attainment for University employees.

Once approved, employees receive release time for two half days for registration and assessment.

After completion of each of 4 required tests, employee receives reimbursement for the cost of the test.

After completion of the GED, employee receives \$500 payment to help cover costs of travel involved with study sessions and testing.

Professional Development Website Newly Revamped

As part of our website revamp project, the Professional Development (PD) area is about to launch its renovated website, scheduled to go live November 1.

Updates include sections that provide more insight to workshops, training, services, resources, and organized FAQs.



Forum Feedback: We've heard you

- Calendar invites: is everyone receiving the invites and able to RSVP using the voting option?
- Sick leave pool resource available through [UPPS 04.04.30: University Leave Policy](#)
- Learn about student employee relations (*We haven't forgotten - coming soon!*)

Upcoming Events!

Employee Wellness Fair:
Wednesday, October 11, 2017
10 a.m. - 2:30 p.m.
LBJSC

Texas State Resources Fair
Wednesday, October 25, 2017
11 a.m. - 1:30 p.m.
JCK 1100