

January 18, 2008

# Human Resources Newsletter

## Human Resource Happenings

By Scot Bemis, Vice President for Human Resources

A Happy New Year to all. I hope you all had a wonderful, safe holiday season with friends and family. With 2008 upon us, I thought I'd share some tidbits of HR news of interest to staff and faculty.

This year, HR is establishing a Professional Training and Development program. Michael McNamara was selected through a competitive hiring process as the Training and Development Manager. The primary focus initially will be on supervisor and manager development, as well as some technical training. Programs this spring include a 12-week cohort program designed to improve managerial effectiveness at Brandeis University. Additionally, there will be a series of Professional Development seminars and other learning opportunities. In the spirit of new beginnings, I would like to let everyone know that the HR List serve, which actually reached very few of you, is being discontinued. Instead, we will utilize the Broadcast system (only when necessary) to get critical news out to everyone on HR related topics; at other times, news will be located on the HR webpage.

Another key priority for Human Resources focuses on the continued market review conducted by our compensation staff. They are continuing to implement a compensation philosophy, as well as continuing our practice of completing an annual market study for staff and service professionals in order to provide information for President Reinharz and his administration, ensuring that Brandeis remains an employer of choice in the competitive Boston area.

Finally, an important part of Human Resources work each year is dedicated towards improving human resources processes for Brandeis University. This year, one of those initiatives is focused on streamlining the hiring search process in terms of how interested applicants apply for jobs at Brandeis, screening for qualifications, tracking and communicating with applicants, and minimizing unnecessary paperwork. We are very close to implementing such enhancements. We will be working closely with user groups as we move forward towards phased roll-outs in these areas. Additionally, we are very close to rolling out additional features in the Benefits realm in the Brandeis University Self Service (BUSS) system.

In addition to Mike McNamara, we want to welcome our newest (internal) hires, Peter de Andrade, Director of Human Resource Information Systems (HRIS) and Izabela Kaminska, HR Project Analyst...both fantastic additions to the HR team.

If you have any questions about these priorities or anything else, please contact me at 781-736-4464. Have a great 2008!

## HR Unveils New Training and Professional Development Program

Over the past few years, research has shown that one of the most important aspects influencing an employee's productivity, loyalty, and job satisfaction is his/her ability to continue to professionally grow and develop. With this in mind, the new Training and Professional Development department within HR has developed, in collaboration with many groups around campus, a program to advance a vibrant, trained, and diverse work community where employees develop, thrive, and contribute to Brandeis University's excellence. Please visit the training page on the HR website at [www.brandeis.edu/humanresources/training](http://www.brandeis.edu/humanresources/training) to find information on this semester's "Brown Bag" Lecture series, Professional Development Seminars, annual Performance Evaluation process training, and new Manager Training. Additionally, opportunities to attend training through the Boston Consortium are explained. If you have any questions please contact:

Michael McNamara  
Training & Professional  
Development Manager  
X6-4460  
[mmcnama@brandeis.edu](mailto:mmcnama@brandeis.edu)

### New Hire Orientation

New employees may be anxious about starting a new job. They are coming into a new environment, meeting new people, and are not sure how they will be accepted. Brandeis new employee orientation effectively integrates the new employee into the Brandeis University foundation of knowledge about the campus mission, objectives, policies, organizational structure and functions, it helps establish successful productive working relationships enabling each individual to become contributing members of the Brandeis team.

The New employee orientation will:

- Foster an understanding of the campus culture, its values and its diversity
- Help the new employee make a successful adjustment to the new job
- Help the new employee understand his/her role and how he/she fits into the total organization
- Help the new employee achieve objectives and shorten the learning curve
- Help the new employee develop a positive working relationship by building a foundation of knowledge about the campus mission, objectives, policies, and organizational structure and functions.

If you have any questions, please call (781) 736-4474 for more information and to enroll in one of the sessions at:  
<http://www.brandeis.edu/humanresources/calendar-events/>

### Brandeis University

#### Special Points of Interest:

- > New Training and Professional Development Program for Brandeis staff members
- > New Hire Orientation