

April 2008

HUMAN RESOURCE HAPPENINGS

By Scot Bemis, Vice President for Human Resources

Brandeis
University

Special points of interest:

- ◇ Employment Section
- ◇ Orientation/Retirement/Training and Development Seminars
- ◇ New Employees



In The Spotlight! Employee Relations and Employment Division of the Office of Human Resources

The Employment and Employee Relations team assists departments in attracting, hiring, retaining, and developing the most qualified, diverse, and talented employees.

WHAT WE DO AND HOW WE CAN ASSIST YOU:

We post positions at recruitment sites designed to attract and maintain a diverse workforce. We assist hiring managers with applicant screening, interviewing and hiring. We also assist with orientation and onboarding programs to introduce new employees to the University, its resources and policies. In addition, we provide a range of support services to employees to help make their work/life at Brandeis a positive experience. For example, we collaborate with employees and managers to build morale, resolve conflicts and communicate employment policies. We assist with performance feedback, career development, accommodations, and employee recognition.

WHO WE ARE:



Mary E. Scott, Director of Employment and Employee Relations, started at Brandeis University in March 2008. She has a number of years experience in the field of human resources administration including 18 years in higher education. She earned a B.A. from Boston College, School of Education; M.Div. from the Episcopal Divinity School; and J.D. from Western New England College, School of Law. She can be contacted at extension 64456 or mescott@brandeis.edu.

Cynthia Holden, Senior Employee Relations and Employment Specialist, began employment with Brandeis University in October 2006. She has seven years of human resources and training experience. She earned a B.S. from Cornell University and an M.B.A. from Babson College. She has been a certified Senior Human Resources Professional (SPHR) since 2006. She can be contacted at extension 64470 or cjholden@brandeis.edu.



Ryan Gill, Human Resources and Employment Coordinator, has been with Brandeis University since February 2007. He is a candidate for a Bachelor Degree in Psychology with a minor in Sociology from Westfield State College. Ryan can be contacted at extension 64474 or rdgill@brandeis.edu.

Melinda Cimino, Employee Relations and Employment Specialist, began employment with Brandeis University in March 2008. She has eight years of human resources experience in a corporate environment. Six of those years focused in employment. She graduated with a B.A. from Wheaton College in Norton, MA. She can be contacted at extension 64473 or mcimino@brandeis.edu.



Interesting Facts: In the past twelve months we have received 14, 324 applications for 247 posted positions that resulted in 126 new staff. Most of these candidates were recruited through Monster.com, HigherEd.com and the Brandeis University website.

Annual Performance Review

The annual performance review process takes place between now and April 30, 2008. Please access performance review documents online at <http://www.brandeis.edu/humanresources/forms/>. All evaluation forms must be submitted to the Office of Human Resources by April 30, 2008.

Training Sessions

"Brown Bag" lunch series:

- Living a Healthy Life Style, April 30

What's New This Month

New Employee Orientation: April 23
TIAA-CREF, Individual counseling sessions, April 17 and May 15. To reserve an appointment, please call 1-800-842-2004 and ask for Marian Morgante; or go online to <https://ais2.tiaa-cref.org/cgi-bin/WebObjects.exe/ARS>
Fidelity, Individual counseling sessions, May 22. To reserve an appointment, please call 1-800-642-7131, M-F, or online at www.fidelity.com/atwork/reservations.

FY 2009 Merit Increase Process— Important Dates to Remember

April 30: Merit Budgets Distributed to Departments;
May 23: Proposed Merit Increases submitted to HR;
May 23 through June 30: Review, follow-up, approvals and processing take place;
June 20: Merit increases finalized and approved;
June 20 through July 1: Managers can now communicate increases to staff;
July 1: FY09 Merit increases effective.

New Staff, March-April 2008

Melinda Cimino, Office of Human Resources
Andrea Dine, Hiatt Career Center
Lijo Ambooken, LTS
Nancy Allen, Planned & Leadership Gifts
Wei Dai, LTS
Lauren Gilfeather, Heller SIHP -Admin
Diane Doolin, Advancement Services
Regina Eddy, Women's Studies Research Ctr
Nicole Bonanni, Student Financial Services
Mary E. Scott, Office of Human Resources
Denise Campbell, Heller SIHP -Admin
Sarah Romain, Biology
Wajma Yusufzai, Biology
Jennifer Siegel, LTS