

HR Community of Practice

April 3, 2024

2:00pm – 3:00pm



Opportunities for HR Partners and Employees

- **Employee Benefits Overview** For all PEBB-eligible employees [Register in MyTrack](#) April 10, 2-3 p.m. via Zoom
May 8, 10-11 a.m. via Zoom
- **New Faculty & Staff Community Orientation and Resource Fair** For new employees from Sep-April to connect & learn about resources at UO [Register in MyTrack](#) Tuesday, April 9th, from 9:00am – 11:00am
- **Performance Management - Supervisor Development April 10** 10:00 AM - 12:00 PM
In this workshop participants will learn a variety of performance management tools to provide both the positive and critical feedback employees need to grow and develop. [Register in MyTrack](#)
- **UO Retirement Expo April 23 from 10:00 a.m. to 3:00 p.m.** in EMU Crater Lake North and South (rooms 145 and 146). The theme is "Get Your Ducks in a Row for Retirement."
- **UO Kids on Campus Day** <https://hr.uoregon.edu/uo-kids-campus-day> April 25 – Registration is now open!

Opportunities for HR Community of Practice (HRCP)

- **HR Professional Development Workshop Series: Change Management:** May 21, 9am to 1pm [Register in MyTrack](#)
- **Open “Office Hours” for summer appointments:**
<https://hr.uoregon.edu/summer-term-appointments>
 - Wednesday April 17th 1pm-3pm
 - Thursday April 25th 11am –1pm
 - Monday May 6th 1pm-3pm
- **[Oregon CUPAHR](#) – Spring into Action!**
Spring Conference May 2nd and 3rd in Hillsboro. Register here: <https://www.eventbrite.com/e/spring-into-action-oregon-cupa-hr-spring-conference-tickets-820227060217>

[Outstanding Employee Awards](#) - Outstanding Employee Award recipients are officers of administration and classified employees nominated by their peers, supervisors, and others who interact with them in the workplace. They're reliable community members who demonstrate on-the-job excellence, embody community and inclusion, and inspire and motivate their colleagues. [Nominations](#) for the 2024 awards are due **April 12**.

Mandatory Training: [Understanding Sexual Misconduct, Resources, and Employee Responsibilities](#) module is [available in MyTrack](#) and must be completed by **May 22, 2024**. It takes about 30 minutes to complete. If you do not have access to a computer to take the training, please contact your unit's human resources representative to make alternate arrangements or email MandatoryTraining@uoregon.edu.

Dates and Deadlines

Deadlines for New MyTrack Offers, Renewal Appointments and PRFs: <https://hr.uoregon.edu/deadlines-new-mytrack-offers-renewal-appointments-and-prfs>

March 2024 Changes

- **Thursday, February 15** was the deadline to submit PRFs and other pay actions taking effect March 2024.

April 2024 Changes

- **Friday, March 15** was the deadline to submit PRFs and other pay actions taking effect April 2024.

Summer 2024 Hires and Changes

Monday, April 15 is the deadline for HR Operations to receive:

Law School Summer Term appointment renewals:

- RTOs
- Fixed-term OA renewals
- Post-retirement renewals

Other pay actions taking effect May 2024.

Wednesday, May 15 is the deadline for HR Operations to receive:

Contract **Session 1 and Session 1.1** Summer Term appointments. Please see [Summer Term Instructional Assignment Guidelines](#)

- RTOs
 - For 12-month RTOs, the deadline is **6 weeks** before the effective date.
- Fixed-term OA renewals
- Post-retirement renewals
- Other pay actions taking effect June 2024.

Agenda

- **Review of training, dates and deadlines, agenda review** – Sheena Kindred, Learning & Development Manager
- **Updates**
 - Sarah Blanchard, Student Employee Coordinator Request a presentation about UO Student Workers (UOSW) that provides updates, outlines new practices for supervisors, and leaves adequate time for questions. Fill out the request form here: https://oregon.qualtrics.com/jfe/form/SV_6M5IZLYSGSoJzwO
 - **Recruitment education survey:** Talent Acquisition has been delivering a series of trainings over the last year. As they plan for future trainings, they'd like to check in with campus colleagues to get a sense of your needs for resources and topics. [Take the survey.](#)
- **HR Communications:** What is HR Communications and Why Do We Need It? Presenter, Anna Duncan, HR Communications Coordinator
- **MyTrack Bulk Communications** – Maeve Anderson, Associate Director, University Talent Acquisition
- **Meeting wrap-up**

What is HR Communications?

And why do we need it?

HR Community of Practice

April 3, 2024



What is HR communications?

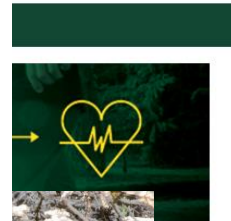
Messaging from unit HR or university HR to employees, supervisors, leadership, and prospective and new employees

Employee Assistance Program

Our EAP is administered by [Canopy](#). Services for eligible employees include:

- Short-term and crisis counseling for individuals and workgroups
- Child and elder care referrals and support
- Estate planning and other legal consultations
- Home ownership programs
- And more!

[Find EAP Services](#)



we recognize the
However, it is nev
abusive manner

Employee Responsibilities

Mandatory training deadl

The University of Oregon promotes and expects a high standard of learning and working environment for students, faculty, and staff. It is the responsibility to foster and maintain a

Non-
Aware



- Day-to-day operational information
- Employee events and programs
- Compliance and policy
- Crisis and incident communication
- Change management communication
- Organizational news
- UO's values and mission

What is HR communications?

Messaging from unit HR or university HR to employees, supervisors, leadership, and prospective and new employees

- Value of UO as an employer
 - Benefits package
 - Learning and professional development
 - Work-life balance and wellness
 - Stability and job security
 - Perks and discounts
 - UO and local environment(s)
 - Position openings and job growth



Why is HR communications important?

- Employees stay when they perceive a benefit to doing so.
 - So we need to tell them what the benefits are.
- They need to feel
 - Included
 - Informed
 - Heard
- Part of **inclusion** is feeling **informed**.
- Part of **inclusion** is feeling **heard**.



Why is HR communications important?



- Employees are critical ambassadors.
 - Best asset or biggest detractors
 - They interact with students and the community.
- People need information about their organization.
- If the organization doesn't provide it...
 - Employees will fill in the gaps themselves.
 - Someone else will provide it.

HR communications planning

Collaboration and coordination

- University Communications
- Subject area experts and other stakeholders
- UO leadership
- Other communicators

Audiences

- Employee groups
- Supervisors
- Academic and administrative leadership
- HR partners
- Prospective employees
- New employees

Channels

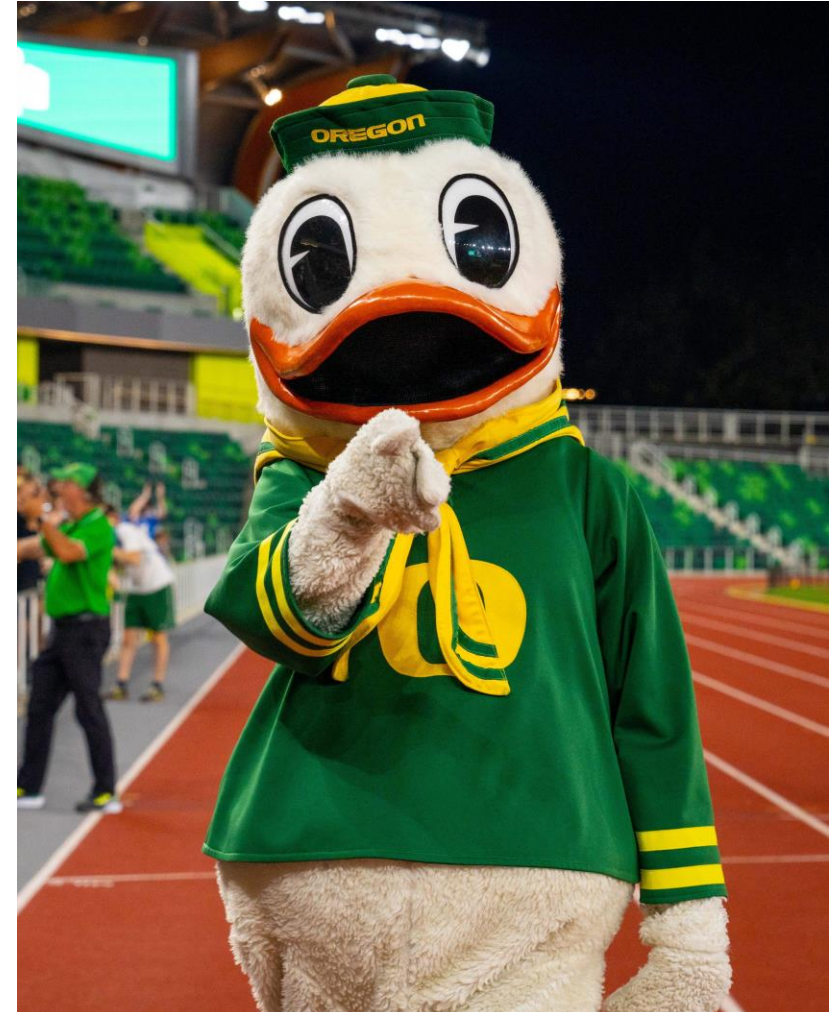
- Email
- Around the O Workplace
- HR website
- Face-to-face conversations and meetings

Timing

- Coordinate with other communicators.
- Consider what else is going on.

Who is an HR communicator?

- **I am.** HR communicates broadly and big picture, and we need your help.
- **You are.** Unit HR professionals represent the HR function and the university.



Some principles of HR communications

- Be honest and transparent but offer hope and solutions.
- Be succinct and engaging.
- Use multiple channels.
- Communicate things more than once.
- Make a plan ahead of time.



- Get feedback and adjust your plan as you go.
- Coordinate with other messages and communicators.
- HR should be visible in the organization or unit.
- Avoid fight and/or flight responses to tough questions.

***HR
Communications
project
examples***



HR Community of Practice newsletter

News for HRCP



Updates, News, Requests, and Reminders

Recruitment education survey: Talent Acquisition has been delivering a series of trainings over the last year. As they plan for future trainings, they'd like to check in with campus colleagues to get a sense of your needs for resources and topics. Thank you for taking a minute to participate! [Take the survey.](#)

News to Share in Your Unit

University HR provides this section to highlight information to share with your leadership, staff, supervisors, and others who may find it helpful.

Policy and Process News

Understanding Sexual Misconduct, Resources, and Employee Responsibilities training deadline: May 22. Unit leadership will receive periodic lists of employees who have not completed the training. Note that this is a different and separate training from the Workplace Harassment & Discrimination Prevention Training. For more information, visit the [HR website.](#)



HR website upgrade



HR website upgrade phase 1: Migration

- Migration to current version of Drupal
- The HR site will be live, but we won't make any updates to it.
- If you experience problems with the site before or after the migration, email hrcommunications@uoregon.edu.
- **Spring 2024**



HR website upgrade phase 2: Redesign

- Overhaul of site organization
- Better reporting and analytics
- HR partner and internal content separate
- User focus groups
- Multi-stage process to begin Summer-Fall 2024



My Track Update: Bulk Communications

Maeve Anderson

Associate Director, University Talent Acquisition

New Feature Alert!!

Bulk Communication in MyTrack

- Allows you to send emails to your entire candidate pool (or a subset).
- Emails will be personalized.

Why?

- Easily allows you to communicate candidates
- Creates a record in MyTrack



Bulk Communication – How to

1. Open the requisition
2. Click on “view applicants”
3. Select the candidates you’d like to communicate with
4. Click on “bulk communicate”
5. Add a subject and write your message
6. Swap out “firstname” with “prefname”
7. Send!



Bulk Communication – How to

Step 1: Open Requisition

- Only those with access to the requisition will be able to use this feature.
- This includes those in the “Hiring Manager” and “HR Administrator” roles.
- Those with hiring manager proxy access (unless they hold one of the other roles) will not have access to this feature.

Step 2: Click on “View Applications

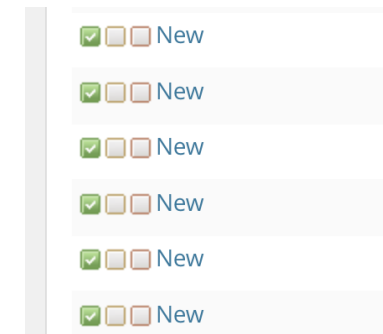
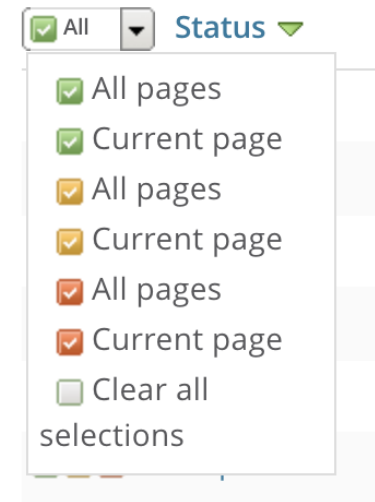
View applications



Bulk Communication – How to

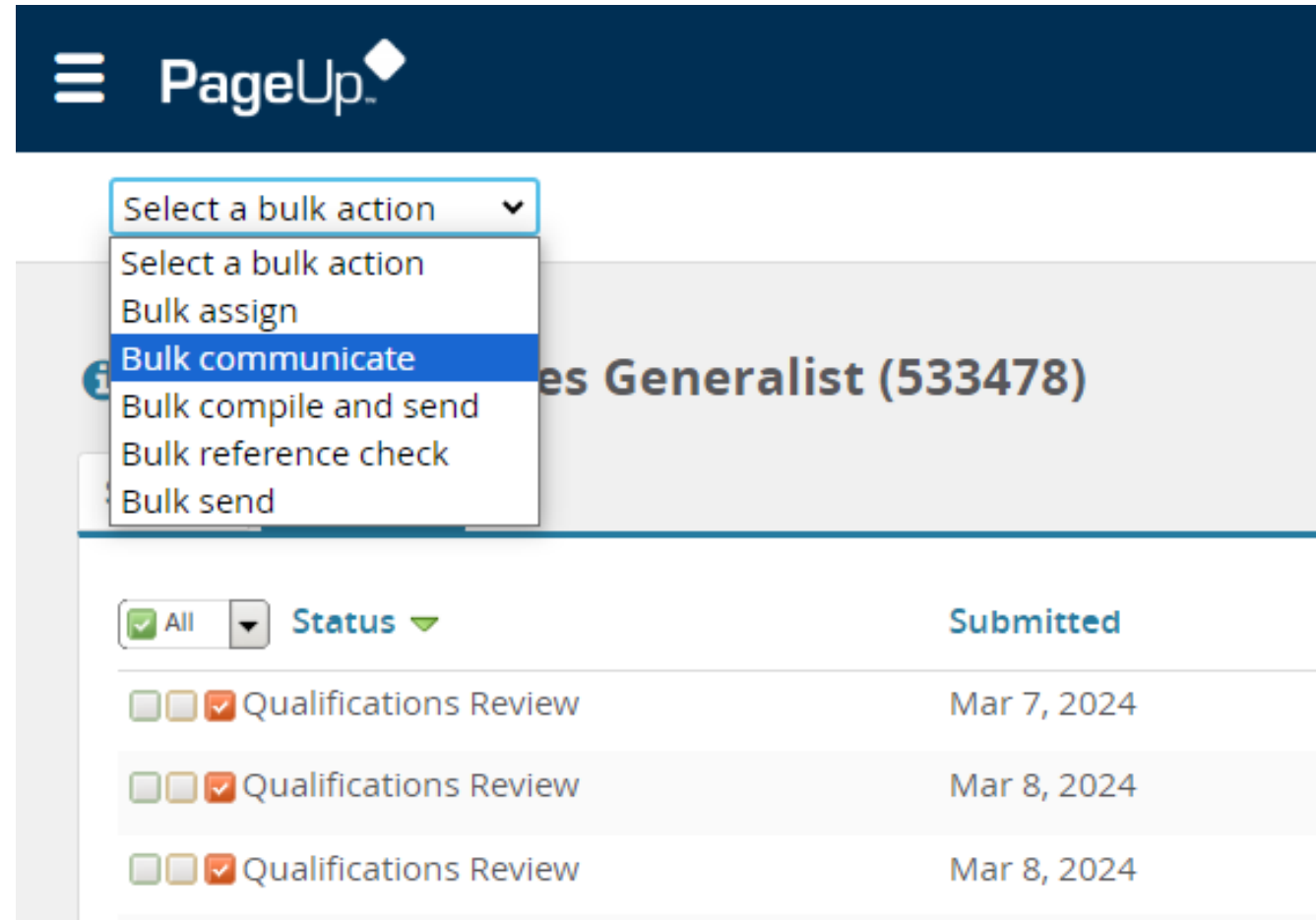
Step 3: Select candidates you'd like to communicate with

- You can do this by clicking the check boxes next to the candidates.
- If you're planning to communicate with everyone, you can select "All pages" from the drop down menu.



Bulk Communication – How to

Step 4: Select “Bulk Communicate” from the “bulk action” drop down menu

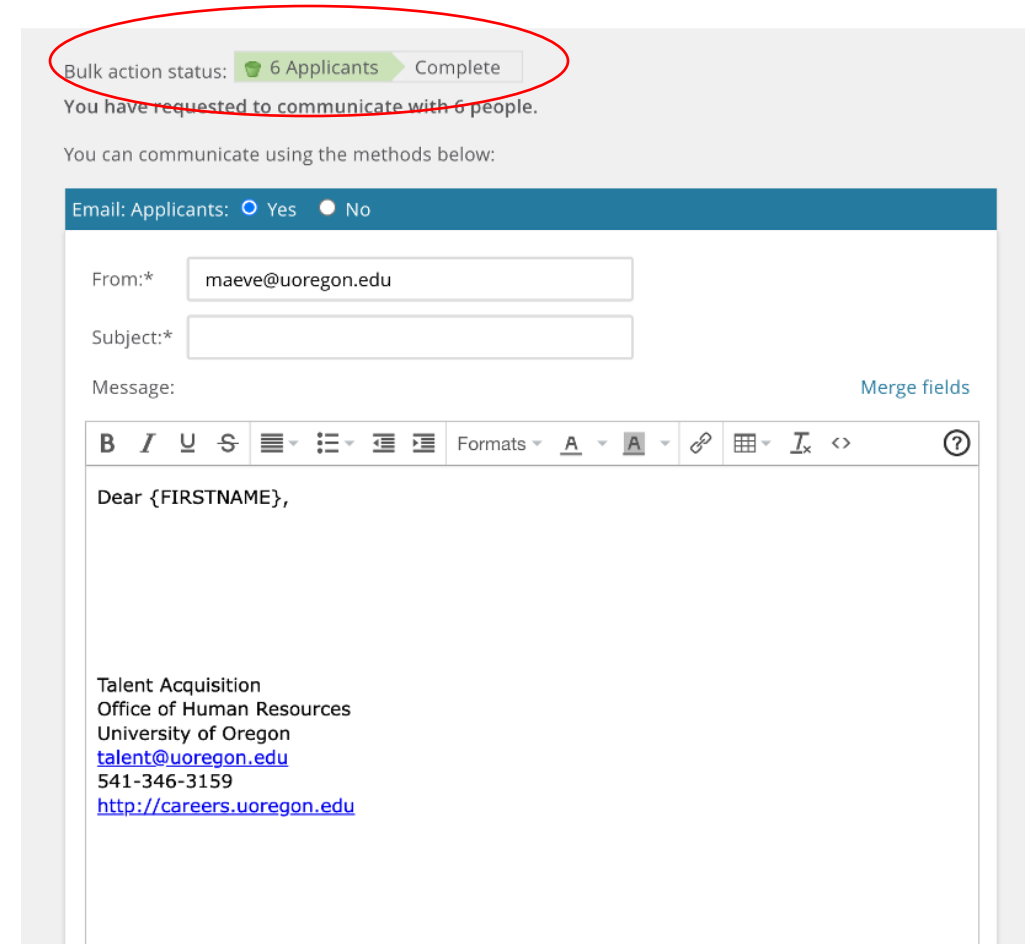


The screenshot shows the PageUp interface. At the top, there is a dark blue header with the PageUp logo. Below the header, there is a dropdown menu titled "Select a bulk action" with a downward arrow. The menu is open, showing several options: "Select a bulk action", "Bulk assign", "Bulk communicate" (highlighted in blue), "Bulk compile and send", "Bulk reference check", and "Bulk send". To the right of the dropdown menu, the text "es Generalist (533478)" is visible. Below the dropdown menu, there is a table with a header row containing "All" (with a checkmark icon), "Status" (with a downward arrow), and "Submitted". The table has three rows of data, each with a row of checkboxes (one checked) and the text "Qualifications Review", followed by a date: "Mar 7, 2024", "Mar 8, 2024", and "Mar 8, 2024".

Bulk Communication – How to

Step 5: Add a subject and write your message

- TIP! Check to make sure the number of applicants on this page matches with what you selected in the last step.
- You can change the “from” field if you’d like responses or questions to go to someone else.
- Leave “Email Applicants” toggled to yes.
- Change the signature to yours.



Bulk action status: 6 Applicants Complete

You have requested to communicate with 6 people.

You can communicate using the methods below:

Email: Applicants: Yes No

From:*

Subject:*

Message: Merge fields

B *I* U ~~S~~ Formats

Dear {FIRSTNAME},

Talent Acquisition
Office of Human Resources
University of Oregon
talent@uoregon.edu
541-346-3159
<http://careers.uoregon.edu>

Bulk Communication – How to

Step 6: Swap out {firstname} with {prefname}

- Highlight {FIRSTNAME}
- Click on “merge fields”
- Click on {PREFNAME} from the list that opens
- Click on Close Window at the bottom of the screen.
- Verify that the merge field has updated to {PREFNAME}

subject: _____
Message: _____

Merge fields

B *I* U ~~S~~ [List Icon] [List Icon] [List Icon] [List Icon] Formats **A** **A** [Link Icon] [Table Icon] [Text Icon] [Code Icon] [Help Icon]

Dear {FIRSTNAME},

Field name	Result
{APPLICANTNUMBER}	The applicant's applicant number
{APPLICANTTITLE}	The applicant's title.
{FIRSTNAME}	The applicant's first name. (Use {
{LASTNAME}	The applicant's last name. (Use {S
{PREFNAME}	The applicant's preferred name.

Close window

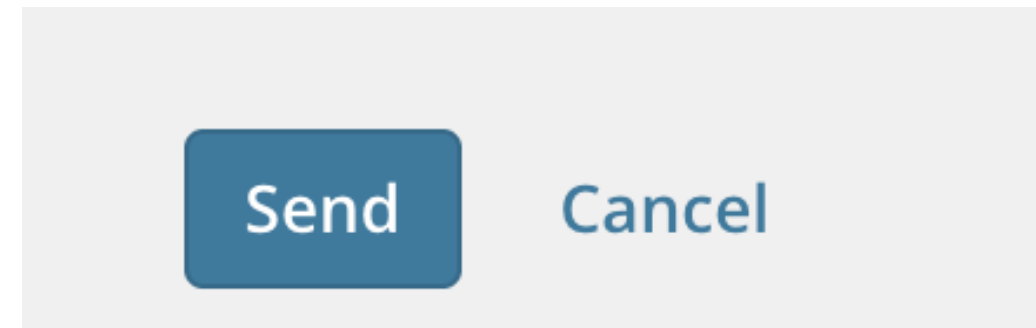
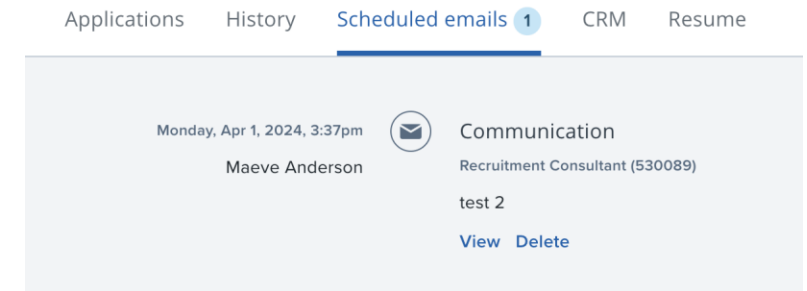
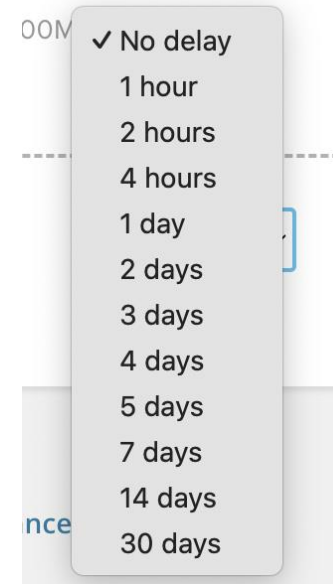
B *I* U ~~S~~ [List Icon] [List Icon] [List Icon] [List Icon]

Dear {PREFNAME},

Bulk Communication – How to

Step 7: Send!

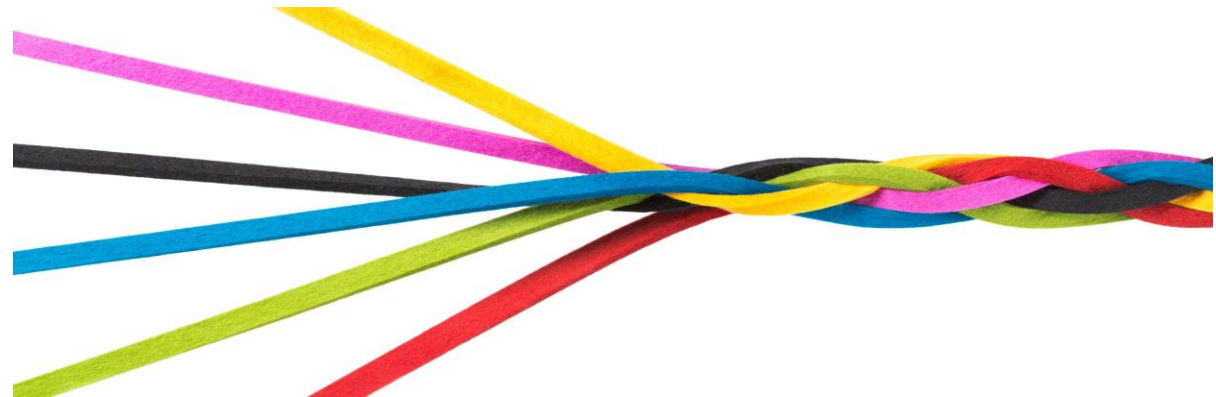
- Prior to sending, you can add documents (e.g. interview questions)
- You can also opt to delay the message by an hour, several hours, up to 30 days.
- Once you click send the message will go out, so double check that it's exactly as you want it.
- If you've opted to delay the sending – you can find the scheduled email in the applicant profile under scheduled email. You cannot edit it, but you can delete it.



Meeting wrap-up

Sue Russell, Director HR Community of Practice

- **Professional Development** – HR Communication
 - Crucial Conversations for Mastering Dialogue - Instructor Led- Virtual Course- Four Sessions: May 6th, 8th, 10th, and 14th 9:00 am – 12:00 pm 2024. [Register in MyTrack](#)
 - Relevant videos, and completing the entire 35-minute course gets you a little bit of SHRM recertification credit
 - [HR Recruiting Communication Strategies to Attract and Retain Top Talent](#)
 - [HR Communications in Today's Fluid Workplace](#)
- **I thought I saw it somewhere...** HR Community of Practice: <https://hr.uoregon.edu/hr-community-practice> acronym definitions, lists, fundamentals and links to [Professional Development Resources for HR Professionals](#) including linked in learning courses for HRCI and SHRM credit.
- Look for the HR Newsletter April 22nd
- Next meeting May 1 – Supervisor Resources
- Thanks to all!



Thank you for attending today's HR Community of Practice Meeting

The next meeting will be
Wednesday, May 1 at 2:00pm

