**Spring Update**

**Our Progress At A Glance**

Thank you for your feedback. Your Human Resources Service Center (HRSC) team has been working hard to analyze the data from the 2015 Campus Climate Survey and is committed to identifying areas for improvement. Addressing comments from the survey has been our top priority.

Our team is committed to keeping you apprised of our successes and planned improvements. Some of our accomplishments to date include:

- Posting the recruitment process in an easy-to-read format on the Employment Services webpage
- Reducing the number of forms used in the recruitment process for improved usability
- Vastly improving the timelines for IRPs and Classification Reviews
- Implementation of online criminal background check process
- Implementation of online education verification process
- Recruitment Life Cycle training offered in March
- Monthly announcements of staff and management new hires

Please read on for some highlights of the HRSC team’s existing efforts to make improvements to our processes and services offered. While we are proud of our accomplishments to date, we have a long way to go. Please watch for additional information as we are committed to improving communication and collaboration.

**Recruitment Process Now Online**

**Fewer Forms And Step-By-Step Guide**

In reading comments from the Campus Climate Survey, we learned that there is concern regarding the consistency in our recruitment practices, and some have a misunderstanding of the process in general. As a result, we have published our Recruitment Selection Guidelines on the Employment Services website. [Read more on p. 2]
Online Recruitment (Continued)

Feedback has been positive as hiring managers, chairs and committee members have been appreciative of the step-by-step instructions. The online tool ensures our committees are following standardized processes in the screening and interviewing of applicants so that we are using fair and consistent practices to find the most qualified applicant.

In addition to publishing our practices, the employment team convened a committee that was provided an opportunity to offer suggested changes to our forms.

As a result of their valuable input, we have eliminated several forms in the process and improved the usability of the remaining forms. Thank you to Pam Hollis, Ken Chapman, Stephanie Rose, Crystal Williams, Lori Fuentes, Dale Wymore, and Kathleen Moroney for your feedback on our online process and updated forms.

If you would like to learn more be sure to sign up for the upcoming Recruitment Life Cycle workshops, April 28, and June 15.

Easy As One, Two, Three
Faster Background Checks And Transcript Verification

1) We have shortened our criminal background checks to an average of three days since using Accurate Background starting in November 2015.

2) The instant and no-cost National Student Clearinghouse (NSC) gives us academic verifications quickly and easily, no more waiting for transcripts!

3) We have hired a dedicated background check processor to expedite campus requests.

Each of these improvements streamlines the process making life easier for both new hires and our campus departments. Next up, we’ll transition student background checks as well. For more information, see our background check online procedure.

Improvements And Processes

Here Now
IRP And Class Reviews
Vastly Improved Timelines For Calendar Year To Date

Campus Climate Survey comments very clearly highlighted the need for HRSC to drastically improve the timeliness of our In-Range Progression (IRP) and Classification reviews. After a thorough evaluation of our processes, we have managed to significantly reduce time to completion. Calendar year to date, IRP (manager and employee) initiated reviews were completed in an average of 50 days and class reviews in 68 days, significantly less than the “time due” requirements!

Improvements And Processes

By providing consistent and accurate guidance, HRSC is committed to partnering with the campus community to recruit, retain, and support an inclusive and quality workforce that is invested in the success of our students.
Meet The New Assistant Vice President Of Staff Human Resources
Sheryl Woodward has been successfully serving the campus as the employment and classification/compensation director for the last three years and was recently promoted to the assistant vice president of Staff Human Resources.

Sheryl notes that “the HRSC team and I have an exciting and challenging list of action plans to improve processes and communications with the campus. While the 2015 Campus Climate Survey provided us with excellent feedback on our processes and practices, I would like to welcome and encourage continued communication. Partnering with our campus community is certainly a priority of mine.”

Sheryl Woodward, Kendall 211, swoodward@csuchico.edu

Congratulations To Staff
For Professional Development And Promotions
From July 1, 2015, through December 31, 2015, 17 individuals received an In-Range Progression, and 18 were approved for Class Reviews. Congratulations to the following additional 21 individuals on their recent promotions through a recruitment (based on start date).

- Jana Ahearn-McQueen
- Shari Anderson
- Jennifer Duggan
- April Farmer
- Joseph Garcia
- Anna Harris
- Lauri Henry
- Joanna Hooste
- Anna Kamanzi
- James Lowe
- Diane Manna
- Kari Minks
- Pamela Morrell
- Alan Peck
- Kathryn Salcido
- Margaret Stoner
- Yer Thao
- Jose Villasenor
- Gary Walters
- Richard Wilkerson
- Christopher Young

Reclassification And In-Range Promotions Summaries FY 2008–FY 2015

What’s New
Welcome Wildcats!
You may have noticed that beginning of January this year we began sending out a campus announcement listing our new hires, including several Chico State Alumni. Please take a moment to review these announcements and join us in welcoming our new staff.

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Reclassification And In-Range Promotions Summaries FY 2008–FY 2015
Are your activities protected? As an employee at CSU, Chico, you are protected by law from retaliation when you engage in recognized and protected activities.

**Protected activities include**
- Filing a discrimination complaint
- Filing a union grievance
- Reporting misuse of campus funds
- Reporting any unsafe working conditions
- Being a witness in a campus investigation

**Unlawful retaliation consists of three pieces**
1. Someone engages in a “protected activity”
2. That person suffers an “adverse action”
3. The adverse action is taken because the person engaged in the protected activity.

**Learn more online at**
- [Executive Order 1096R](#) (discrimination, harassment, retaliation)
- [Executive Order 1058](#) (whistleblower retaliation)
- [HEERA](#) (union activity)