

HR Community of Practice  
Meeting Highlights - December 1, 2021

### **Learning and Development Opportunities**

**Hiring Daisy at the UO - –HRCP Fall professional development session**

- [Hiring Daisy at the UO](#) –Login to Office 365 account to view the video recording
- [Hiring Daisy at the UO Presentation Slides](#)

[Supporting a Respectful Work Environment - Supervisor Development](#), Wednesday, December 8, 10AM-12PM

[Applying Veteran’s Preference](#), Wednesday, December 8, 11AM-12PM

[Strategies to Defeat the Winter Blues](#), Cascade Centers, Inc., Monday, December 13, 12PM-1PM

[Excel Formula Basics](#), Tuesday, January 11, 9AM-12PM

[Grievances, Discipline and Unions – Supervisor Essentials Wednesday](#), January 12, 10AM-12PM

[New Employee Orientation: You @ UO](#), Thursday, January 13, 3PM-4:30PM

[Project Management Training Series](#), starting, Thursday, January 13, 2022, 8:30AM-12PM

Deconstructing Whiteness Working Group [Winter Book Club](#), starting Thursday, January 13, 2022

[Using LinkedIn Learning for Your Own Professional Development](#), Tuesday, January 18, 2PM-2:50PM

[Excel Formulas -Advanced](#), Tuesday, January 25, 9AM-12PM

[Using LinkedIn Learning for Employee Training and Development](#), Wednesday, January 26, 2PM-2:50PM

[Declare Your Wellness](#), Thursday, January 27, 1PM-2:30PM

### **Agenda:**

- Workplace Harassment and Discrimination Prevention training update  
*Sheena Kindred, Learning & Development Coordinator*
- Crucial Conversations training update  
*Tiffany Lundy, Learning and Development Manager*
- Faculty Offers for Winter Term  
*Jenna Rakes, Sr. Associate Director, Talent Acquisition*
- Classified Search Process Change  
*Jenna Rakes, Sr. Associate Director, Talent Acquisition*
- *Question and Answer*

## **Workplace Harassment and Discrimination Prevention training update**

*Sheena Kindred, Learning & Development Coordinator*

- The new Workplace Harassment and Discrimination Prevention training module will be available in January 2022
  - Updated scenarios are included in the new release.
  - Information reflecting Prohibited Discrimination & Retaliation Policy is also provided.
  - We have removed the external site requirements which had caused problems navigating back to the training site in the past.
- All employees are required to complete the Workplace Harassment and Discrimination Prevention training by the end of winter term.
- Automated reporting option at department level will be available contact [learning@uoregon.edu](mailto:learning@uoregon.edu)
  - Leadership will receive monthly report of those who have not completed training.
- The eLearning module through MyTrack allows for flexibility and self-pacing
  - If needed, HR can arrange workstations for employees without departmental availability.
  - In-Person alternate training is available – contact [learning@uoregon.edu](mailto:learning@uoregon.edu) to discuss your needs.

## **Crucial Conversations training update**

*Tiffany Lundy, Learning and Development Manager*

- Vital Smarts is rebranding to Crucial Learning
  - New workshop titles
    - Crucial Conversations for Mastering Dialogue
    - Crucial Conversations for Accountability
    - Getting Things Done
    - Influencer (will be determined at a later date)
- New blended learning format:
  - Includes self-paced learning and in-person sessions
  - Course structure over a 2-to-3-week period:
    - Kick-off and wrap-up meetings
    - 6-8 hours of on-demand learning
    - 4-60 minute in person group sessions

- Benefits:
  - Relevant scenarios are included in the training, along with additional resources.
  - Allows for greater flexibility
  - Cuts learning into smaller chunks
  - Gives learners more practice
  
- Sessions will start in Winter term:
  - \$180- \$220 cost per course
  - Participants will register in MyTrack
  - Department and group sessions are also available. Contact [learning@uoregon.edu](mailto:learning@uoregon.edu) to discuss your needs.
  
- Project Management Training Series- Jan-Feb 2022  
<https://uomytrack.pageuppeople.com/learning/3212>  
 Series schedule:
  - Session 1: January 13, 2022, 8:30 a.m. – 12 p.m.
  - Session 2: January 20, 2022, 8:30 a.m. – 12 p.m.
  - Session 3: January 27, 2022, 8:30 a.m. – 12 p.m.
  - Session 4: February 3, 2022, 8:30 a.m. – 12 p.m.
  - Session 5: February 10, 2022, 8:30 a.m. – 12 p.m.
  
- Suggestions for training on change management- email Tiffany Lundy, [tlundy@uoregon.edu](mailto:tlundy@uoregon.edu)

**Faculty Offers for Winter Term**

*Jenna Rakes, Sr. Associate Director, Talent Acquisition*

- Talent Acquisition is currently addressing employment offers at roughly 2x “normal” volume.
- We are prioritizing 12/16 start dates for faculty and will continue to prioritize by start date for other employee types.
- Please pay extra attention to offer cards.
  - “Does this position have an end date?” ask yourself this question and make this selection FIRST as it cannot be changed.
  - Ensure all faculty offers have a signed Pay Action Form (PAF) for the salary given.

- Review guidance online if it has been awhile since you have done an offer:
  - [Offer Card Guides: https://hr.uoregon.edu/recruitment/mytrack- recruitment- module/mytrack-user-guides-tools/mytrack-offers](https://hr.uoregon.edu/recruitment/mytrack- recruitment- module/mytrack-user-guides-tools/mytrack-offers)
  - [Pool hires: https://hr.uoregon.edu/recruitment/hiring-faculty-and- staff/hiring- faculty/faculty-pools](https://hr.uoregon.edu/recruitment/hiring-faculty-and- staff/hiring- faculty/faculty-pools)
  - Still have questions? Contact your Recruitment Consultant or email [talent@uoregon.edu](mailto:talent@uoregon.edu).

### **Classified Search Process Change**

*Jenna Rakes, Sr. Associate Director, Talent Acquisition*

- Units no longer need to request **interview approval** for classified searches.
- This means Talent Acquisition will no longer review for Veteran candidates at the interview stage; therefore, it is important for departments to ensure they have identified Veteran candidates. Here are a few ways to do this:
  - Review your list of candidates for the Veteran flag in the MyTrack system via the applications card from your dashboard.
  - Run a report from the reports tab to identify Veterans -this is especially useful when you are working with a large pool of candidates.
  - Need a refresh? Veteran Preference Training is scheduled for Wednesday, December 8 at 11AM.
- What's not changing?
  - The candidate evaluation processes will stay the same.
  - Units must still request offer approval from Talent Acquisition for classified positions.

### **Question & Answer**

- Are employees expected to update their vaccine information and upload an updated vax card after receiving their booster?

**COVID-19 Vaccination:** All UO students and employees are required to be fully vaccinated or request an exemption. Employees who have not already done so must [verify their vaccination status or submit an exemption request](#) by January 14, 2022, to comply with the new federal requirement for institutions that receive federal funds. Per CDC guidance, **booster shots are recommended though not required to be considered fully vaccinated**. The university's current vaccination rate can be found on the [COVID-19 Safety Dashboard](#).

**The next HR Community of Practice meeting is scheduled for Wednesday, January 12, at 2PM. A Zoom link will be sent prior to the meeting.**