

# HR Community of Practice

December 1, 2021

2:00 PM-3:00 PM



UNIVERSITY OF  
OREGON

Human  
Resources

## [Hiring Daisy at the UO](#)

Thursday, December 2, 11AM-12PM

## [New Employee Orientation Program: You & UO](#)

Tuesday, December 7, 9:30AM-11:30AM

## [Building Healthy Relationships in the Workplace](#)

Tuesday, December 7, 12PM-1:30PM

## [HRIS Electronic Approval Forms](#)

Wednesday, December 8, 9:30AM-10AM

## [Supporting a Respectful Work Environment - Supervisor Development](#)

Wednesday, December 8, 10AM-12PM

## [Applying Veteran's Preference](#)

Wednesday, December 8, 11AM-12PM

## [Leadership in Student Supervision: An Introduction to Supervisory Strategies and HR Policies](#)

Wednesday, December 8, 1PM-4PM

## [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

# 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 & Answer



# **Workplace Harassment & Discrimination Prevention Training update**

*Sheena Kindred, Learning & Development Coordinator*



UNIVERSITY OF  
OREGON

Human  
Resources

# Workplace Harassment & Discrimination Prevention Training update

- Updated Training Module – January Release
  - Updated scenarios
  - Information reflecting Prohibited Discrimination & Retaliation Policy
  - Removal of external site requirements
- All employees will be assigned to the training in MyTrack
  - Completion Deadline: End of Winter Term 2022



# Workplace Harassment & Discrimination Prevention Training update

- 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
- eLearning module through MyTrack, allowing for flexibility and self-pacing
  - HR can arrange workstations for employees without departmental availability
  - In-Person alternate training available



# Crucial Conversations Training update

*Tiffany Lundy, Learning & Development Manager*



UNIVERSITY OF  
OREGON

Human  
Resources



Coming Winter term:



To be determined:



## 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 and 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 available



# Faculty Offers for Winter Term

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



UNIVERSITY OF  
OREGON

Human  
Resources

# Faculty Offers for Winter Term

- Offers at roughly 2x “normal” volume
- Prioritizing 12/16 start dates
- Please pay extra attention to offer cards
  - “Does this position have an end date” question FIRST
  - Ensure all faculty offers have a signed PAF
- Review guidance online:
  - Offer Card Guides: <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>



# Classified Search Process Change

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



UNIVERSITY OF  
OREGON

Human  
Resources

# Classified Search Process Change

- Units no longer need to request **interview approval** for classified searches
- Units must verify if there are veterans in the pool – no Talent “safety net”
  - Application Flags
  - Report on Requisition
  - Need a refresh? Veteran Preference Training 12/8 @ 11AM
- What’s not changing?
  - Candidate evaluation processes
  - Units still request offer approval



# Questions and Answers

**Please use the chat function in Zoom to submit questions – default to everyone so your questions are visible to all. Thanks!**



**Thank you for attending today's  
HR Community of Practice meeting.**

**The next HRCP meeting is scheduled for  
Wednesday, January 12, 2022.**

