

## Hiring for temporary, student & fall assignments

Human Resources strives for all new hires at Creighton to have a positive onboarding experience. Preparation is key when scheduling your new employee to visit HR. To best serve those who come to our office located in Schneider Hall, it is important that a new hire completes their new hire paperwork at least 3 days prior to their start date. This allows HR to process paperwork and enter them into the payroll system for NetID and email generation.

**Temporary hires** need an employee action form (EAF) must be properly completed to indicate the assignment and budget information needed prior to the hire arriving in HR.

**Student hires** should have completed a PR2S with student employment.

**Faculty hires** require HR to have a copy of the faculty contract. Please submit as early as possible.

For questions on the new hire onboarding process, contact your HR Generalist, log on to the [toolkit](#) or call 280-2709.

## Health4Me app improves

There's an App for That



Having access to your health information from your mobile device is already a win, but new enhancements

have given this app even more reason to download. In addition to viewing and sharing your ID card, managing claims, finding a physician and accessing personal health records, you can now estimate procedure costs and look up prescription drug costs before you get to the counter for pick up!

## Welcome to Creighton!

Creighton welcomes new faculty and staff for the months of June. [View the list of new employees.](#) Managers, [email your HR Generalist](#) to include your new hire in our bi-weekly Orientation. New leaders are invited to attend [New Manager Orientation](#), on August 4<sup>th</sup>.



## Manager Toolkit

HR has created the [Manager Toolkit](#) to be a resource to you. Find step by step directions on hiring, HR forms and answers to questions on employee life cycle, performance, payroll, compensation and more!



## Dates to remember:

- **July 3<sup>rd</sup>** – University holiday observed for Independence Day
- **July 7**—Performance Management Session for Managers ([register here](#))
- **August 3** – Performance Review submission deadline
- **August 4**—New Manager Orientation ([register here](#))
- **August 20**—Professional development session, *Gratitude: It's more than a feeling.* ([register here](#))



## Performance conversations

It is during the month of July that most employees have completed their self-review and managers are completing the performance evaluations. Managers and employees should be scheduling their one-on-one performance conversations as reviews are due to Human Resources by Monday, August 3<sup>rd</sup>. Both the employee and the manager should

complete three tabs: 'Objectives,' 'Competencies,' and 'Summary' in the online system. A few tips for the review conversation:



- Clear distractions and block out sufficient time for a conversation
- It is a two way conversation, ask for feedback or clarification, if necessary
- Keep this conversation focused on the past year's performance
- Schedule a time to discuss goals for 2015/2016

View [performance web page](#) for key dates, system guides, FAQ's and more!