



Alexandra Miller &lt;amiller1@csp.edu&gt;

## Human Resources Advisor - March 2021

1 message

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Tue, Mar 23, 2021 at 1:59 PM

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Human Resources Advisor  
 March 2021

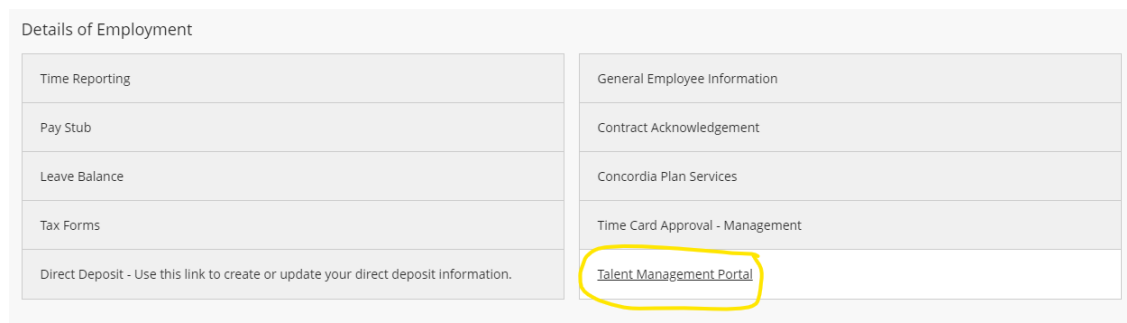


### Alex's Advice

Talent Management review season is upon us, did you know there is a Talent Management Portal? You can access the portal through CSP Connect, under the section titled Details of Employment, then select Talent Management Portal.

The Talent Management Portal will serve all university employees in meeting the requirements of the Human Resources annual Talent Management Review Process as well as supporting faculty with professional development such as Advancement in Rank, Tenure, etc.

Faculty are encouraged to upload evidence and store documents to assist with the advancement in rank. Staff are encouraged to use the portal as a career development and planning tool.



### Information regarding Talent Management Reviews:

Each department leader is required to meet individually with the members of their team to review the past year's accomplishments and set strategic goals for the coming year. This process is our greatest opportunity to lift up the value of our employees' talents while also identifying areas for development and growth.

As an employee, you can expect the following:

- An opportunity to conduct a self-evaluation of your progress for the year
- A focused meeting time where feedback is provided and goals for your position are set
- Discussion regarding your personal goals and how your department leader may best support you toward reaching them
- Collaboration with your department leader to establish your personal business plan for building the skills, knowledge, and experience needed to maximize contributions to your department, to achieve your personal goals, and to support our students toward success

A few things to keep in mind to ensure this is a productive and beneficial experience:

1. Be prepared: spend time in thoughtful consideration of your contributions and areas for development.
2. Be open: remember that feedback is integral to growth and receive it with an open mind.
3. Be realistic: while there is a five-point rating scale, department leaders and employees are encouraged to remember that a rating of "3" is indicative of solid performance.
4. Be reflective: review your talent management review from last year and determine how you performed in the areas for development and the goals established for you.
5. Be collaborative. The review meeting should be collaborative in nature, allowing both you and your department leader to celebrate your successes and plan for growth. While rankings are helpful, the narrative portion of the review tends to be the most impactful for future success.

Please keep in mind that Talent Management Reviews are due to Human Resources no later than Friday, June 18th. We have a completion goal of 100% this year.

## **National Student Employment Week**

Celebrate National Student Employment week April 12<sup>th</sup>-April 18<sup>th</sup>!

The National Student Employment Association invites CSP as well as colleges and universities across the country to recognize the importance of student employees.

“Student employees perform invaluable services with enthusiasm, dedication, and initiative. Setting aside a special week to draw the awareness of others, both on and off campus, is the perfect opportunity to show your appreciation.”

Celebration ideas for little to no cost:

- Treat your students to lunch or bring in a treat for students to enjoy.
- Good Egg Award - buy plastic Easter Eggs, fill with goodies, and give out with “Good Egg” certificates. List what the student did to deserve this award.
- Handwritten thank you note or card.
- Decorate an office bulletin board or the office door in recognition of your students.

In addition, please be aware of the resources provided on the CSP Student Employment website. The website newly includes voluntary training for any student at CSP. The training offered include: face-to-face communication, customer service, budget management, and time management.

## **Key Dates: Breaks, Graduation, Last Day of Class**

Spring Break – March 1-7

Easter Break – March 31 to April 5

Last Day of Classes – April 30

Graduation Ceremonies – April 30 & May 1

## **Service Anniversaries**

*The university is honored to celebrate the anniversaries of 25 faculty and staff members and their service to Concordia University, St. Paul and the Lutheran Church-Missouri Synod. We hope to uplift these recipients with an in-person event in the fall. In the meantime, let's celebrate their talents and gifts in thought and word. Please join us in recognizing our colleagues and their service anniversaries.*

Joel Schuessler – 35 Years

Lacey Wellens – 35 Years

Richard Benson – 25 Years

Lonn Maly – 25 Years

Basma Ibrahim DeVries – 25 Years

Rhonda Palmersheim – 20 Years

Lee Pao Xiong – 20 Years

Hanou Yang – 20 Years

Robert Krueger – 20 Years

Elizabeth Coleman – 20 Years

Kevin Hall – 15 Years

George Padjen – 15 Years

Joshua Deer – 15 Years

Renata Mayrhofer – 15 Years

Kelly Sadlovsky – 15 Years

Miriam Dekarski – 15 Years

Jeanie Peck – 10 Years

Craig Stern – 10 Years

Steve Bellis – 10 Years

Kevin Strunk – 10 Years

Barbara Wissink – 10 Years

Mong-Lin Yang – 10 Years

Mary Bull – 10 Years

Brianna Just – 10 Years

Staci Poole – 10 Years

## Wellness

For members in a Concordia Health Plan option administered by Blue Cross Blue Shield, 100% coverage for COVID-19 testing and treatment as well as for all telehealth services will be extended until 6/30/21.

Also, based on Blue Cross' recommendation, treatment for members who have an adverse reaction to the COVID-19 vaccine will be covered at 100%. There are no diagnosis or procedure codes to identify this, so it will only be handled when brought to Blue Cross' attention by the provider or member.

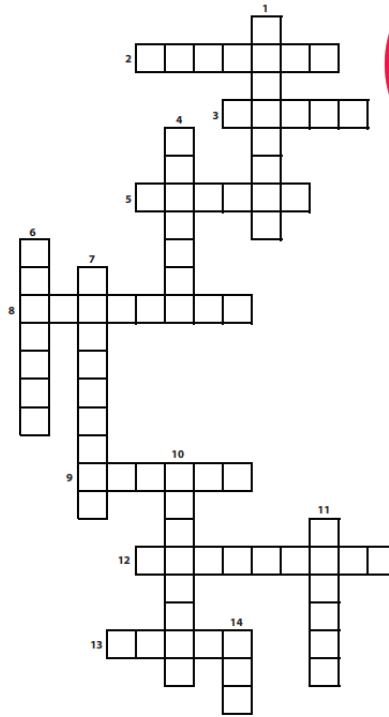
## National Nutrition Month

March is National Nutrition Month. Let's test your nutrition knowledge with a fun and challenging crossword puzzle! Complete the crossword puzzle for a chance to win a prize. Return the crossword puzzle to Alex Miller at [amiller1@csp.edu](mailto:amiller1@csp.edu) by 12:00pm on Thursday, April 1<sup>st</sup>. (All answers must be correct to be entered into the drawing and received by the deadline of 12:00pm on 04/01/21).

**eat right.** Academy of Nutrition  
and Dietetics

National Nutrition Month® 2021

# Crossword Puzzle



## Across

2. Soups and dal are made with this legume.
3. A tropical fruit that is orange in color after the peel is removed and contains a large pit.
5. This dairy food is made with live cultures of healthful bacteria.
8. A tiny, round form of pasta that may be used in North African and Middle Eastern dishes.
9. A type of fatty fish that is a good source of omega-3 fatty acids.
12. Another name for garbanzo beans.
13. This term refers to grains that are not refined.

## Down

1. This fresh herb is used as an ingredient or as a condiment in a variety of cuisines.
4. The main ingredient in guacamole.
6. A soft cheese used as a filling in lasagna and raviolis.
7. A dish made with lima beans and corn.
10. The name for a type of fungi that is part of the vegetable group.
11. A vegetarian source of protein made from fermented soybeans.
14. This protein food is a source of vitamin D.

## Office Hours

### HR Hours of Operation

8:30 a.m – 4:30 p.m.

RT 900

*Questions or comments regarding the Human Resources Advisor can be directed to Alex Miller: [amiller1@csp.edu](mailto:amiller1@csp.edu) or 651-641-8224*

# CSP

## HUMAN RESOURCES

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