Establishing Performance Goals

The most important part of the Performance Management Process is establishing performance goals. If you haven’t already done so, work with your manager now to develop the criteria upon which you will be evaluated during your 2020 Performance Dialogue. Revisit these goals regularly and discuss progress and changes with your manager. Plan to attend the goal setting workshop scheduled for September 6.

Here is a link for more information on effective goal setting:
Developing Goals

After you develop your goals, document and track them using Workday:
Documenting Goals in Workday

Reference Checks, Information Verification and Background Checks
Policy 6.6.2 - Revision

Effective 7/1/19 a background check is required for individuals to whom a contingent offer of employment has been extended for the following positions:

- Regular non-academic (staff and union) positions; external hires only
- Benefits-eligible temporary non-academic (staff and union) positions

Those positions identified in the Appendix section of the policy, regardless of the duration of appointment (covers all individuals regardless of current university employment/affiliation status, hiring authorities and/or unit human resources (HR) representatives must ensure all background check efforts are completed, with satisfactory results, before the first day of work except in limited circumstances.

Policy 6.6.2
Harassment Prevention Training

In spring 2018, New York legislators passed a number of initiatives in the wake of the #MeToo movement and widespread allegations of sexual harassment in the workplace, including a law requiring New York State and New York City employers to provide an annual training to their employees on how to address sexual harassment in the workplace.

In response, Cornell has developed a training entitled “Maintaining a Harassment Free Environment.” The training is available on Cornell’s internal learning management system, CULearn. We appreciate your support to ensure that each member of the ILR community participates in this important training by October 9, 2019.

Please note this training is separate and different from the “Respect@Cornell: Addressing Sexual Assault and Sexual Harassment” training that you may be familiar with from a few years ago.

Cornell is committed to providing and maintaining a safe and inclusive environment for all students, faculty and staff. We make this commitment because it is an essential part of creating a successful and equitable living, learning and working environment. Each member of our community benefits when our classrooms and workplaces are respectful and when the atmosphere is collegial and welcoming.

Join us in our goal of 100% ILR compliance by the 10/9/19 due date.

Complete the training now!

Appreciation and Recognition Portal

ILR is committed to cultivating a culture of appreciation that celebrates our employees’ achievements and contributions throughout the year. Success relies on all of us!

An easy and meaningful way to say thank you or recognize a colleague’s success is to use the appreciation portal.

The portal allows for quick, just-in-time messages to peers across the university. It’s a thank you note, without having to pull out a card! Simply sign in and share your message privately with the individual.
Staff Development Day

This year’s Staff Development Day is August 7, 9 a.m. – 4 p.m., in the Physical Sciences Building. Mark your calendars now and check out the details at the Staff Development Day website.

The workshops and exhibits at Staff Development Day give Cornell employees opportunities to invest in their personal and professional growth and well-being. The day’s events will center on various aspects of education exploration, professional development, wellness and community in the workplace.

Off-Campus Offices – Although you may not be able to attend the Ithaca based events – there’s no reason not to get in on the action! Please visit the Training website to learn about all our professional development offerings, sign up for a web-based training that interests you, and plan to spend targeted time on your development as well!

https://hr.cornell.edu/professional-development/training

Performance Development Funds for Staff

Professional development funds for staff are included in the FY20 budget. As you contemplate your performance and career goals you may already be thinking about learning new skills, and/or remaining abreast of new developments in your chosen field. Things to remember as you make your plans:

• Discuss developmental needs with your manager and agree upon activities

• ILR central funding is supplemental to any department funds budgeted for professional development

• $2,000 is the maximum amount that will be approved, per staff member (ILR center fund caps at $45,000)

• ILR professional development fund cannot be used for any credit bearing courses

Use this link to access the professional development funds request document –

https://www.ilr.cornell.edu/about-ilr/faculty-and-staff-resources/office-human-resources/forms
Student Employment Changes in Workday

Effective August 1, 2019

Managers who supervise student time cards, in Workday, will see the following changes due to the external student conversion.

Cornell Student (Fake) job positions will be eliminated.

RETRO Time: Students can complete from their time cards in Workday.

I-9 Employment Verification: will be transacted online through Workday, but still require an in person verification of documents, by the HR Department.

Questions can be sent to the ILR Student Employment ilr_student_empl@cornell.edu mailbox.

Upcoming Events

Mark your calendar for the following activities:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement &amp; Beyond Seminar</td>
<td>July 23</td>
</tr>
<tr>
<td>Staff Development Day</td>
<td>August 7</td>
</tr>
<tr>
<td>Setting Performance Goals Workshop</td>
<td>September 6</td>
</tr>
<tr>
<td>Mid-Year Performance Dialogues Due</td>
<td>October 15</td>
</tr>
<tr>
<td>Complete Harassment Prevention Training</td>
<td>October 9</td>
</tr>
</tbody>
</table>

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