

# **OEM Retreat 2010**



## **STAFF DEVELOPMENT: SURVEY AND BEST PRACTICES**

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# **OEM Strategic Plan**

## **Actions to meet Staff Development Goals**



- **Provide mentoring and a new employee orientation and welcome program.**
- **Design and implement a performance appraisal process which focuses on OEM core values, opportunities for personal development, as well as on professional accomplishments, goals, and aspirations.**
- **Design and implement a program which models best practices in team-building that might be shared further on campus as well as regionally and nationally.**
- **Recognize employee accomplishments, milestones, and other contributions that yield cost-savings or other significant benefits to the campus.**
- **Develop an OEM new team member training program which includes regular assessments and post program assessments.**

# Best Practices



- Orientation is ongoing. Have an orientation plan ready that covers not only the first day, but the first week, first month, and first year.
- Operative philosophies and procedures should be clearly addressed. This means mission statements, goals, specific job expectations, performance appraisal procedures, and supervisor expectations.
- Resources needed to learn and conduct the job should be available. Consider a manual or folder of important information.
- Orientation should include an introduction to office and campus culture.

# Resources



- *New Employee Departmental Orientation* presented by Indiana University Human Resources  
[http://www.indiana.edu/~uhrs/training/dep\\_ori.html](http://www.indiana.edu/~uhrs/training/dep_ori.html)
- *A Handbook for Staffing Practices in Student Affairs* developed by Educational Leadership and Policy Studies faculty and students partnering Virginia Tech and The University of Georgia  
<http://www.staffingpractices.soe.vt.edu/>
- *New Employee Orientation* presented by University of California Berkeley Human Resources  
<http://hrweb.berkeley.edu/guide/orient.htm>

# OEM Cross Function Team HR/Staff Development



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