



# ILR HR Update

Keeping You Informed

November 2019

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## Mid-Year Performance Dialogues

As we enter into the fall season the ILR Human Resources team would like to remind managers and employees that now is the time to participate in mid-year performance dialogues. This is also a good time to re-visit goals that were established in the spring or develop new goals. Mid-year PDs should be completed by November 22.

The completion of mid-year dialogues are NOT required but highly encouraged! In addition, it is recommended that you document your mid-year discussion into Workday in the goals section of performance management. (continued on page 2)

## SMART Goals Writing One-on-One Sessions

We are excited to announce a follow-up to our SMART Goal training offered in September. We have invited *Tanya Grove, Senior Management Consultant, Cornell University, Organizational Development and Talent Management* back to ILR to conduct one-on-one sessions to review your SMART goals. Sessions are open to all employees. Managers are encouraged to utilize these sessions for feedback on team goals.

There is still time to schedule an appointment during the remaining time slot:

Monday, November 25th - 8:30 a.m.-10:30 a.m.

If you would like to meet with Tanya, for 15 minutes, to receive feedback on your SMART goal, send an e-mail request to: [ilr\\_student\\_empl@cornell.edu](mailto:ilr_student_empl@cornell.edu) and a session will be coordinated for you.

### Benefits Open Enrollment

NYS has not yet issued information on 2020 benefits open enrollment. Be on the lookout for details in the mail.

## ILR Strategic Focus Areas

As you develop your department and individual goals, keep in mind ILR's 3 key strategic focus areas as communicated by Dean Colvin: **1-Drive Academic Excellence; 2- Integrate as One ILR; and 3-Elevate ILR's Impact.** More information on this is coming soon.

## HR 202 Harassment Free Workplace Mandatory 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 work place, 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.

To comply with this mandate HR202 – Maintaining a Harassment Free Workplace training was assigned to all Cornell faculty, staff, student employees and anyone receiving payment via Cornell University payroll through our internal learning management system, CULearn. If you have not already taken this important training, log on today.



## Mid-Year Performance Dialogues (continued from page 1)

For information on documenting performance dialogues in Workday, view the "Goals Job Aid" here:

<https://apps.hr.cornell.edu/workdayCommunications/HCM%20job%20aids/Goal%20Management.pdf>.

1. Follow steps 1 through 5
2. Once on the "Add Goal" page enter the following:  
Goal: Here enter "Mid-Year Performance Dialogue (November 2019)
3. Description: Here enter "the performance feedback documentation." This information can be cut and pasted from a Word document.
4. Status: Select "Complete"

Please contact me, Lisa Rose, [LEC6@cornell.edu](mailto:LEC6@cornell.edu), if you have any questions.

## Your HR Service Team

Need HR support or advice? Here is your first point of contact for information on HR issues:

HR TEAM MEMBER	CONTACT INFORMATION	CONTACT ME WHEN YOU NEED:
Denise Brown-Hart Assistant Dean for HR	309 Ives Hall <a href="mailto:dbv38@cornell.edu">dbv38@cornell.edu</a> Phone: (607) 254-4488 Fax: (607) 255-7774	<ul style="list-style-type: none"> <li>information on ILR HR strategic initiatives</li> </ul>
Lisa Rose Senior HR Partner	135 Ives Hall <a href="mailto:lec6@cornell.edu">lec6@cornell.edu</a> Phone: (607) 254-1645 Fax: (607) 255-3002	<ul style="list-style-type: none"> <li>answers to staff (non-academic employees) HR questions</li> <li>information about the non-academic recruitment and hiring process</li> <li>Job Analysis, Compensation, Reclassification information</li> <li>Employee Relations Case Management</li> <li>Talent Management</li> <li>Development and Training</li> </ul>
Tonya Eiklor Academic HR Partner	137 Ives Hall <a href="mailto:t1e37@cornell.edu">t1e37@cornell.edu</a> Phone: (607) 255-1333 Fax: (607) 255-3002	<ul style="list-style-type: none"> <li>answers to Academic HR questions</li> <li>information about the academic recruiting and hiring process, including Academic Jobs Online</li> <li>to make a payment to an academic</li> <li>answers to CWA or UAW bargaining unit questions</li> <li>information related to semi-monthly payroll</li> <li>SIP related information</li> <li>Workday navigation support</li> <li>academic medical and parental leaves information</li> </ul>
Brenda Herrling HR Assistant	133 Ives Hall <a href="mailto:blp27@cornell.edu">blp27@cornell.edu</a> Phone: (607) 255-2766 Fax: (607) 255-3002	<ul style="list-style-type: none"> <li>Answers to Workday Time Tracking questions</li> <li>information about HAP or VAC accruals</li> <li>support with Temp hire requests</li> <li>Student Employment information</li> <li>Professional Development funding approval</li> <li>Information regarding staff leave reporting</li> </ul>

## High Performing Teams

Most members of high-performing teams report that it's fun and satisfying to work on collaborative teams because they are asked to contribute at their highest potential and they learn a lot along the way. Characteristics of high-performing teams include the following:

- People have solid and deep trust in each other and in the team's purpose — they feel free to express feelings and ideas.
- Everybody is working toward the same goals.
- Team members are clear on how to work together and how to accomplish tasks.
- Everyone understands both team and individual performance goals and knows what is expected.
- Team members actively diffuse tension and friction in a relaxed and informal atmosphere.
- The team engages in extensive discussion, and everyone gets a chance to contribute — even the introverts.
- Disagreement is viewed as a good thing and conflicts are managed. Criticism is constructive and is oriented toward problem solving and removing obstacles.
- The team makes decisions when there is natural agreement — in the cases where agreement is elusive, a decision is made by the team lead or executive sponsor, after which little second-guessing occurs.
- Each team member carries his or her own weight and respects the team processes and other members.
- The leadership of the team shifts from time to time, as appropriate, to drive results. No individual members are more important than the team.

A team charter paves the way for collaborative success by providing clarity that builds trust and accountability. With a team charter in place, you'll be able to unlock the potential value of your people by empowering them to contribute. In the long run, teams with a clear purpose and good chemistry drive business results. Job satisfaction goes up, employees stay engaged in their work and everybody wins.

*Excerpted from [The Collaboration Imperative](#) by Ron Ricci and Carl Wiese. Published by Cisco Systems.*

## Upcoming Events

Mark your calendar for the following activities:

<b>Harassment Free Workplace Training Due</b>	Nov 15
<b>Mid-Year Performance Dialogues</b>	<b>Nov 22</b>
<b>Benefits Open Enrollment</b>	Coming soon

## Enter to Win

**ENTER A DRAWING TO WIN ILR SWAG! JUST CLICK ON THE QUALTRICS LINK BELOW TO ENTER. WINNER WILL BE CHOSEN ON NOVEMBER 22.**

[Take the Survey](#)