



A USM Learning & Talent Development Committee *Virtual* Mini-Conference

Performance Review Prep

Welcome to Fridays with the Flock!

Join us for Human Resources information and insights to help you thrive at work and beyond. If you would like to print our newsletter, you can access it [here](#). Happy Friday!



Transform Your Approach to Performance Reviews

Whether you're a manager aiming to enhance your leadership skills or an employee seeking to participate actively in the review process, **Performance Review Prep 2025** is designed just for you. Join us on **February 27** for a day of insightful virtual workshops that are completely free! Presented by ComPsych GuidanceResources® in partnership with the **USM Learning and Talent Development Committee**, these sessions will equip you with the knowledge and confidence needed to successfully navigate the performance evaluation process.

[Click here](#) for additional details and to RSVP. All sessions will be recorded, so be sure to register in order to receive recording links when they become available. *To attend during scheduled work hours, please contact your supervisor for prior approval.*

Workshop Schedule:

- 9 am: Giving Effective Feedback in Personal or Work Situations
- 10 am: Initiating Difficult Conversations
- 11 am: Motivating Change in Others
- 1 pm: How to Receive Criticism and Make it Work for You
- 2 pm: How to Delegate at Work and in Life
- 3 pm: Working Through Mistakes

HR News & Notes

- **Recording of Employee Time - Wednesday, January 22:** Due to inclement weather, the University campus experienced a two (2) hour delayed opening on Wednesday, January 22, 2025, until 10:00 am. Please review the communications for recording **Non-Exempt Employee Time** and **Exempt Employee Time** to ensure correct time tracking in Workday.
- **Retirement Appointments on Campus: TIAA and Fidelity** are two of Salisbury University's providers for the Optional Retirement Program (ORP) account and supplement retirement accounts. TIAA and Fidelity representatives are scheduled to be on campus throughout the year for in-person, one-on-one appointments. You will be required to schedule an appointment to meet with your selected vendor. To make an appointment, review [details here](#).
- **Staff Senate Snack & Chat:** Join Staff Senate for a presentation on **Unlocking AI's Potential** with IT Associate Director, Robin Hoffman on **Wednesday, February 12** at 2 p.m. Snacks are provided by Human Resources. **RSVP today!**

Current Job Postings

Human Resources is committed to assisting and promoting recruitment efforts for campus vacancies. We recognize that our faculty and staff are valuable recruitment tools and encourage you to forward and share these job postings with potential applicants.

Recent Postings:

- [Adjunct - Business Law Lecturer](#)
- [Housekeeper Assistant \(Part-Time\)](#)
- [Housekeeper](#)
- [Storekeeper I](#)
- [Assistant Director of Housing](#)
- [Administrative Assistant I](#)
- [Human Resources Associate I](#)
- [Administrative Assistant II](#)
- [Administrative Assistant I](#)
- [IT Support Training Associate](#)

Applications will be accepted via Salisbury University's Online Employment Application System. Please visit our [website](#) to view position details and apply online.

LinkedIn Learning This Week

Human Resources suggests the following free LinkedIn Learning courses that you can view at your own pace. Take advantage of these timely and informative webinars for professional and personal growth:

- [Delivering Results Effectively](#)
- [Creating a Coaching Culture](#)

Access your free SU [LinkedIn Learning account](#) to browse additional courses.



Make Tomorrow Yours

HUMAN RESOURCES OFFICE

Quality Services • Guidance • Assistance

Holloway Hall (HH) 153

humanresources@salisbury.edu