



## 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!



## 6 Questions to Find Out How Employees are Really Doing

"Asking the right questions in focused one-on-one settings is key to making sure you're in tune with your people." This article from *Harvard Business Review* outlines [six questions](#) to have more meaningful interactions and better understand your employees.

## Introducing a New HR and Payroll Ticketing System

We are excited to announce the launch of a new Jira ticketing system for Human Resources and Payroll! This improved system will streamline our processes and help us better serve the campus community. By using the automated system, you can easily submit your HR and Payroll-related questions and requests. This will allow us to track all open work items efficiently, ensure timely responses, and assign issues to the appropriate team member. This organized approach will assist in responding to your concerns quickly and effectively.

To access the new ticketing system, please visit the [SU Support Center](#). Click the "More" down arrow to display additional portals, including the new "**Human Resources and Payroll Service Center**." Here you can submit tickets to either the HR or Payroll team. We believe this new system will significantly enhance communication and support. We look forward to working with you through this platform to provide even better service to our campus!

## HR News & Notes

- **Performance Review Prep Mini-Conference:** Whether you're a manager aiming to enhance your leadership skills or an employee seeking to actively participate 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® and the [USM Learning and Talent Development Committee](#), these sessions will equip you with the knowledge and confidence to successfully navigate the performance evaluation process. Visit the link above for workshop details and to RSVP. All sessions will be recorded, so be sure to register in order to receive recording links. *To attend during scheduled work hours, please contact your supervisor for prior approval.*
- **Workday Training Resources:** HCM Action Initiators can find the latest Workday update newsletters and other helpful resources on the newly reorganized [HCM Training Resources](#) section of the SU Workday webpage.
- **2025 Meritorious Staff Award Call for Nominations:** HR is accepting nominations for the 2025 Meritorious Staff Award through **March 10**. We encourage staff to consider nominating retirees who have made a lasting impact on the University during their careers. Program details and the nomination web form can be found [here](#).
- **TIAA First-Gen Scholarship Program:** We are happy to share that TIAA, one of SU's retirement plan providers, has announced a First-Gen Scholarship program! With the support of TIAA, Scholarship America is awarding up to \$10,000 to first-generation students enrolled in undergraduate study. Applicants must be first-generation students, defined as neither parent/guardian having previously received a 4-year university degree. For additional details, view the [TIAA First-Gen Scholarship Attachment](#) and [TIAA First-Generation Scholarship Site](#). The deadline to apply for this scholarship is **February 28**.
- **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](#).

## 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](#)

[Security Guard](#)

[Admin Asst. I](#)

[Administrative Assistant II](#)

[Housekeeper Assistant \(Part-Time\)](#)

[Housekeeper](#)

[Storekeeper I](#)

[Assistant Director of Housing](#)

[Human Resources Associate I](#)

[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:

[Work Smarter, Think Sharper, Live Better](#)

[Growing Relationships as a Manager](#)

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