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Academic Unit Report - Human Resources [Effective 2018]

University of South Florida St. Petersburg

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Unit Assessment: Four Column

AUR - Human Resources

Unit Mission Statement: The Office of Human Resources, a part of the Division of Administration, is dedicated to providing excellent service and creating programs to support the vision and mission of USF St. Petersburg.

The HR Team is a committed one, striving to provide an environment that leads to employee satisfaction and commitment to the institution.

<i>Outcome/Objectives</i>	<i>Means of Assessment</i>	<i>Findings</i>	<i>Use of Findings</i>
<p>Diversity training, wellness & retirement information sessions, employee appreciation events - Improved staff and faculty morale. Outcome/Objective Status: Active Planned Assessment Year: 2018 - 2019, 2019 - 2020</p>	<p>Ongoing Activity - Number of outreach sessions held throughout the 2018-19 and 2019-2020 year - compare employee turnover numbers and morale among employees to past years via emailed surveys * Criterion for Success: Increased outreach sessions by 50% with subsequent employee turnover and grievances dropping by a least 5 to 10% * Person(s) Responsible: Denelta Adderley Henry Related Documents: USF - AUR Guidelines 2018-19.pdf</p>	<p>Reporting Period: 2018 - 2019 Conclusion: Exceeds Expectations 2018/2019 HR hosted Benefits & Wellness Fair, Retirement Information Sessions, Holiday Party, Employee Awards & Recognition Ceremony, On-boarding/Benefits Orientation monthly (06/28/2019) Analysis of Findings: The overall response from employees that the events were successful, informative, and engaging. There was increase in participation for the Benefits Fair by USFSP employees , retirement information sessions participation increased. Holiday Party and Employee Awards & Recognition Ceremony was over attended and we required more tables and chairs to meet the demand.</p>	<p>Use of Findings: To increase more employee events to boost more and engagement across campus. Increase the retirement and wellness information sessions for 2019/2020. (06/28/2019)</p>
<p>Supervisory Training - Provide effective supervisory training for those in leadership positions Outcome/Objective Status: Active Planned Assessment Year: 2018 - 2019, 2019 - 2020</p>	<p>Ongoing Activity - Number of participants in the cohort who participated. * Criterion for Success: Goal of Participants 20 * Person(s) Responsible: HR</p>	<p>Reporting Period: 2018 - 2019 Conclusion: Exceeds Expectations Each session had between 20 - 30 participants (06/20/2019) Analysis of Findings: That high level of participation showed strong interest in the leadership program and a need for continuation of the program at the Director level and extending the leadership training to the</p>	<p>Use of Findings: HR would like to continue the supervisory training for Director level. (06/28/2019)</p>

Outcome/Objectives	Means of Assessment	Findings	Use of Findings
<p>Leadership</p> <p>Ongoing Activity - An evaluation was given to participants on a scale of 1 to 5</p> <p>* Criterion for Success: Goal for evaluation rating: 4.00</p> <p>* Person(s) Responsible: Denelta Adderley-Henry</p>		<p>Associate/Assistant Director level for 2019/2020 .</p> <p>Reporting Period: 2018 - 2019</p> <p>Conclusion: Exceeds Expectations</p> <p>Workshop #1: Leading with Self-Discovery and Trust, 10/18/2018</p> <p>Workshop #2: Leadership through Personal Vision and Emotional Intelligence, 1/14/2019</p> <p>Workshop #3: Practicing Balance and Renewal, 1/15/2019</p> <p>Workshop #4: Leading and Coaching to Ignite & Engage People, 3/15/2019</p> <p>Overall Rating from Participants for all 4 Workshops (1-5 Scale, 5 is the best), "Overall, I found the sessions to be very valuable": 4.5</p> <p>Rating Workshop #1: 4.1 (Noteworthy: this workshop was cut short (rushed a bit) due to consolidation meeting so some material was covered in session #2)</p> <p>Rating Workshop #2: 4.6</p> <p>Rating Workshop #3: 4.6</p> <p>Rating Workshop #4: 4.7</p> <p>Sample of responses from participants:</p> <p>"This had a huge amount of takeaways. I found it most valuable and hope to incorporate so much into my leadership"</p> <p>"Great Examples that I can use on the job"</p> <p>"So grateful for this opportunity. Thank you"</p> <p>"Thank you for attainable tools"</p> <p>"Great sessions, thanks for providing this"</p> <p>"Relatable. Liked the practical applications"</p> <p>"Anxious to learn more and practice"</p> <p>(06/28/2019)</p> <p>Analysis of Findings: The participants were highly engaged in both the discussions and interactive exercises. They took the pre-work prior to each session and homework after the sessions seriously, which set the foundation for deeper discussions on the topics. The participants feedback reflects that they were eager to apply and practice the concepts to make positive change to their leadership. The participants after the conclusion of the leadership training continue to</p>	<p>Use of Findings: We will continue to offer professional in leadership for the Directors that participated in previous co-hort. We would like to offer leadership development training to Associate/Assistant Directors in future (06/28/2019)</p>

Outcome/Objectives	Means of Assessment	Findings	Use of Findings
		<p>meet to discuss topic and best practices in leading a successful team.</p> <p>For each of the four sessions, the rating scores exceeded the goal of 4.0</p>	
<p>Recruitment & Selection Hiring Process - To increase efficiency in recruitment and hiring and to ensure consistency and compliance in the recruitment and selection process</p> <p>Outcome/Objective Status: Active</p> <p>Planned Assessment Year: 2018 - 2019, 2019 - 2020</p>	<p>Ongoing Activity - Number of participants in recruitment and hiring training sessions.</p> <p>* Criterion for Success: 85 to 100% overall compliance to the new recruitment and hiring process implemented 07/01/2019</p> <p>* Person(s) Responsible: Denelta Adderley-Henry</p>	<p>Reporting Period: 2018 - 2019</p> <p>Conclusion: Pending</p> <p>This is a 2019/2020 goal. Steps will be taken to track recruitment and hiring training for the upcoming year. (06/28/2019)</p> <p>Analysis of Findings: NA</p>	<p>Use of Findings: This is a 2019/2020 goal steps will be taken to track recruitment and hiring training for the upcoming year. (06/28/2019)</p>
	<p>One-Time Activity - Establish HR Work group throughout the USF System to develop Recruitment & Hiring guidelines and procedures to ensure compliance.</p> <p>* Criterion for Success: By June we want to have these guidelines and procedures developed for implementation in 2019/2020</p> <p>* Person(s) Responsible: USF Sytem HR, General Counsel and Audit & Compliance with support of USFSP HR Staff</p>	<p>Reporting Period: 2018 - 2019</p> <p>Conclusion: Meets Expectations</p> <p>USFSP HR Staff contributed to the establishment of the new recruitment and hiring guidelines and procedures. These procedures will go live in July 2019 (06/28/2019)</p> <p>Analysis of Findings: The process will streamline the hiring process in a more efficient way and will meet or exceeds the compliance recruitment and hiring standards. USF System was under an OFFCP audit and a result major needed to be made in order for the institution to be in compliance and avoid major fines.</p>	<p>Use of Findings: The next steps will be to implement the new policy, guidelines and procedures in 2019/2020. It is very important that these new recruitment and hiring changes is communicated to USFSP community responsible for recruitment and hiring to ensure compliance. (06/28/2019)</p>