12-11-1985

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University of South Florida.
to USF faculty, staff and their families

Congratulations...

...to the following employees who are celebrating their 5th, 10th, 15th, 20th or 25th consecutive year of employment with the University of South Florida.

COLLEGE OF EDUCATION
5 Year Awards
Education Measures and Research:
Library, Media and Information Studies: John Michael Kriega.
Research—College Administration:

20 Year Awards

COLLEGE OF ENGINEERING
5 Year Awards

15 Year Awards

20 Year Awards

COLLEGE OF NATURAL SCIENCES
5 Year Awards
History: Marilyn D. Spencer, Jr., Geology: H. David Baggett.

10 Year Award

20 Year Awards

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES
5 Year Awards

10 Year Awards

15 Year Awards

20 Year Awards

Psychology: Francis Stensrud, Sociology: Raymond H. Foss.

DEPARTMENT OF POLITICAL SCIENCE
25 Year Awards

DEPARTMENT OF PUBLIC HEALTH
15 Year Awards
Ann C. Vickery, Rita G. Bruce.

EDUCATIONAL RESOURCES
5 Year Awards

10 Year Awards
Administration: Mary D. Diana, Radio: John E. Young, Educational Resources: Susan D. Dillinger, Cinematography: Charles M. Hendrickson.

15 Year Awards
Administration: Constance M. Hackworth, Educational Resources: Margaret T. Clarke.

20 Year Awards
Elizabeth J. Smith.

25 Year Awards
John W. Ralle.

LIBRARY
5 Year Awards

10 Year Awards
University Library: Judith Knepper, Marilyn Mercado, Martha R. Pearce, Gail V. Vaccaro.

15 Year Awards
University Library: La Varn Hirschman, James P. Vantine.

20 Year Awards
Jeanne McFay.

REGISTRAR'S OFFICE
5 Year Awards
Registrar: Dora Seguelos, Dee Dee Williams.

10 Year Awards
Registrar: Kathleen Macheski, Mario Ramirez, Lisa M. Trout.

GRADUATE SCHOOL
SPONSORED RESEARCH
15 Year Awards
Graduate School: Sara M. Deats, Director of Research: Marilou O. Cureton.

20 Year Awards
Virginia H. Sweeney.
FLORIDA MEDICAL HEALTH INSTITUTE

FROM THE LIBRARY: Library hours for the College Holiday and Semester Break are as follows:

Sat., Dec. 14 8 a.m.-p.m.
Sun., Dec. 15 CLOSED
Mon. Dec. 16 9 a.m.-p.m.
Tues. Dec. 17 9 a.m.-6 p.m.
Wed. Dec. 18 9 a.m.-6 p.m.
Thurs. Dec. 19 9 a.m.-6 p.m.
Fri. Dec. 20 9 a.m.-6 p.m.
Sat. Dec. 21 CLOSED
Sun. Dec. 22 CLOSED
Mon. Dec. 23 CLOSED
Tues. Dec. 24 CLOSED
Wed. Dec. 25 CLOSED
Thurs. Dec. 26 CLOSED
Fri. Dec. 27 CLOSED
Sat. Dec. 28 CLOSED
Sun. Dec. 29 CLOSED
Mon. Dec. 30 CLOSED
Tues. Dec. 31 CLOSED
Wed. Jan. 1 8 a.m.-5 p.m.
Thurs. Jan. 2 8 a.m.-5 p.m.
Fri. Jan. 3 8 a.m.-5 p.m.
Sat. Jan. 4 CLOSED
Sun. Jan. 5 CLOSED
Mon. Jan. 6 CLOSED
Tues. Jan. 7 CLOSED
Wed. Jan. 8 CLOSED

FROM THE CENTRAL FLORIDA REGISTRATION CENTER: The closing dates and New Year's schedules will be as follows:

Office of the Vice President: Cords, 1:00 p.m. Tuesday, December 24 through Sunday, December 29.

NOTE: The USF Tampa Campus has scheduled outages for electrical equipment maintenance at various times between Thursday, December 26 and Saturday, December 28. Due to this extended maintenance, there will be interruptions to the phone and Internet conditioning to support our operation. CPDRC anticipates being able to provide limited operating hours and limited support on Monday, December 30 and Tuesday, December 31. Wednesday, January 1, the system will be in unattended operation and normal schedules are expected to resume at 7:45 a.m. on Thursday, January 2, 1986.

The FACULTY/STAFF PROGRAM COMMITTEE requests that each faculty/staff member receive two free tickets per semester for their personal use at the University Basketball Games December 27-29. Miami Heat/Tampa vs Ohio University/Ohio State and January 26-28.

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Employee Tuition Fee Waiver

Employees wishing to take courses during the Fall Semester utilizing the tuition fee waiver policy should follow the same procedure for securing approval of tuition fee waiver courses this semester as has been in the past.

With the beginning of the semester or session, Office of the Vice President for Student Affairs, the supervisor responsible for the employee may forward the completed Employee Tuition Fee Waiver form, which contains the fee waiver information, to the Supervisor in the Division of University Personnel for registration. After the supervisor approves the registration the employee must complete, making notes for use in preparing the next semester’s form. The fee waiver are approved on a space available basis.

EMPLOYEE DEVELOPMENT:

The Performance Appraisal Interview—Evaluating the Interview

There has never yet been an interview that has gone perfectly. This should not be disconcerting, however, provided the interviewer learns past performance with the employee.

A participant in a training program on interviewing made the following comment about a class session following one in which he had done some role playing: "All the key words to put on the word. We interviewed a "shoutcard." He has a particula- chart device with a particular graphic word to describe part of the evaluation process. The supervisor should carefully review everything that took place in an interview, including what was done right and what should not have been said.

Locally, what has already happened may be under discussion, but it is as a positive base from which to more effec- tively conduct the next interview.

The Development Interview Checklist follows is a good tool to use as a basis for evaluating the interview, providing the steps to be followed and some of the pit­

falls to avoid. Filling it out is important in this area to help you focus on the interview itself.

Development Interview Checklist

Keep peppery in your mind that the purpose of the development interview is to give you feedback from the employee, to compare with mutually agreed-upon performance factors and objectives, and to mutually draw up plans for furthering the employee’s growth and development.

I. PREPARATION FOR THE INTERVIEW

A. Make sure you know what was mutu- ally understood in terms of job duties, standards, performance factors, objectives, assignments, and any other predetermined criteria for evaluation.

B. Review employee’s background:
   1. Education
   2. Training
   3. Experience
   4. Review the employee’s past jobs and job performance

C. Objectives of the interview and what you want to discuss

D. Allow objective measure performed against job expectations
   1. Make sure sufficient observation has been made
   2. Avoid pitfalls: a. Bias
          b. Memory
          c. Failure to observe all job duties
          d. Preparing before the inter­view
          e. Asking your performance to do the interview
          f. Shouldn’t handle job matters

E. The strengths and develop­

   1. Determine what you have, what should have been said, and what should not have been said.

2. What did you do poorly? How could you have handled the situation differently?

3. Identify areas for improvement during the next review period.

4. Close discussion on a friendly, har­

II. POST-INTERVIEW ACTIVITY

A. Make a record of:
   1. The date
   2. The time
   3. What was discussed
   4. The summary of each discussion

B. Document the discussion
   1. In the booklet
   2. In the employee’s file

C. Close discussion on a friendly, har­