

# HUMAN RESOURCES

Supervisor Segment  
October 2023

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## myIMPACT Reminder - Professional and Career Reviews

As a reminder, the Check-In task is currently available for supervisors to complete. Check-ins are conversations between supervisors and employees about goal progress, Individual Development Plans, performance, and project updates. Please enter the Check-in comments and date in myIMPACT by **October 26**.

The rating step for Professional and Career semi-annual reviews will be available on November 1. Supervisors should rate all five competencies, rate the "Current SMART Goal", and enter a Future SMART Goal for the employee. Reviews must be completed by **December 15**.

[Click here](#) to view myIMPACT training materials. To learn more about the performance review process, [register](#) for PD 4072 myIMPACT: Performance Reviews. [Register](#) for PD 4073 myIMPACT:SMART Goals to learn more about writing SMART Goals.

Contact [emprelations@fscj.edu](mailto:emprelations@fscj.edu) with questions.

## Supervisor Checklists for Onboarding New Employees

Human Resources has revised and enhanced the supervisor checklists for onboarding new employees to assist supervisors with the process of successfully onboarding a new employee. These checklists are organized into six parts, including:

- [Prior to First Day Checklist](#)
- [First Day Checklist](#)
- [First Week Checklist](#)
- [First Month Checklist](#)
- [2-6 Months Checklist](#)
- [7-12 Months Checklist](#)

Supervisors will receive task notifications in myIMPACT reminding them to complete checklist items. When they receive the notification, supervisors should login to myIMPACT, click on the task, download the checklist, and complete the items listed. Supervisors should click "Complete" to remove the task from their myIMPACT dashboard. For questions, contact [humanresources@fscj.edu](mailto:humanresources@fscj.edu).

## Faculty Evaluations

Full-time faculty are evaluated according to the guidelines established in [Article 11 of the Collective Bargaining Agreement](#). Specifically, faculty on annual contracts are to be evaluated once per year, with first-year faculty being evaluated during their second teaching term. Faculty on continuing contracts are to be evaluated once every three years. View evaluation forms below:

[Teaching Faculty Evaluation](#)

[Faculty - Librarian Evaluation](#)

Contact [emprelations@fscj.edu](mailto:emprelations@fscj.edu) for questions regarding evaluations.

## Non-Operational Days

Employees are not required to request leave (and supervisors should not approve absence requests submitted) for College Holidays and non-operational days. Employees who have leave requests previously submitted and approved for dates in which the College is closed due to a holiday, an extension day, or a non-operational day should cancel those requests to prevent an impact on their absence balances.

Upcoming non-operational days include the day after Thanksgiving (November 24) and six Winter Break days (December 26-31).

## Policy Update

Recent updates to [APM 03-0301 Advertisement and Recruitment of Employees](#) now allow for education or work experience equivalencies pertaining to the minimum job requirements to be considered for specific non-instructional positions. When a position becomes vacant, the hiring manager may elect to work with the Director of Talent Acquisition and the Compensation and Classification Analyst in evaluating the position to allow substitution equivalencies for educational or work experience within the job description and subsequent job posting.

As a general rule, two (2) years of related experience beyond the required minimum work experience may be substituted for the required education level, or a higher degree level, beyond the required minimum education level may be substituted for two (2) years of related work experience. This option offers several benefits, including reducing entry barriers for certain positions, enabling employees advancement opportunities, and broadening the applicant pool by allowing individuals with different backgrounds to apply and be considered. These changes can positively impact the applicant pools, resulting in more qualified candidates and, ultimately faster hiring decisions.

## Supervisor Quick Tips

### **Conflict Resolution in the Workplace**

Click [here](#) to read the full article.

Conflict is a normal occurrence in the workplace. As such, it is important for supervisors to know how to guide their employees through the conflict resolution process. The following are steps supervisors can take to manage conflict effectively.

#### **Set a meeting**

Begin by setting a meeting with all parties involved in the conflict. This meeting should be private, but it should also involve everyone included in the issue.

#### **Explain both sides**

Have both parties explain their side of the conflict using reflective “I” language rather than critical “you” language. Ask each person to use factual wording and avoid hurtful accusations.

#### **Restate and clarify**

Ask each party to summarize the opposing party’s account. This helps both sides see the conflict from the other point of view and hopefully encourage empathy.

#### **Stay focused**

Stay focused on discussing one conflict at a time. If the meeting starts to go off-topic, gently guide the conversation back to the initial issue.

#### **Summarize the conflict**

Summarize the conflict in straightforward, factual language. Make sure you address each point of the conflict clearly and from both sides. Ask the participants if they agree with your summary before moving on.

#### **Find agreement**

Work together to find an area of agreement within the conflict. This could be something like, “We all agree that we must resolve this issue as quickly as possible.” Finding a point of accordance helps to align all affected parties as a team moving forward in the resolution process.

### **Brainstorm solutions**

Ask the participants to work as a team to make a list of possible solutions to the conflict. Find a solution that everyone can agree on.

### **Create an action plan**

Once you've selected a solution, create an action plan for moving forward. Make sure all parties are clear on the next steps to avoid confusion and further conflict. Follow up with an email to the participants documenting the action plan.

### **Implement the plan and schedule a check-in**

Implement the action plan and set a meeting to check back in after a week or so.

**NOTE:** Supervisors are encouraged to complete the PD 3477 Conflict Resolution online training course to enhance their skills in managing conflict in the workplace. Click [here](#) to register.

## **Training and Organizational Development**

### **Professional Development Spotlight**

#### PD 1870 Understanding Discipline and Documentation

Monday, October 16  
2 p.m. – 3 p.m.

[Register Now](#)

#### PD 4072 myIMPACT Performance Reviews

Thursday, December 7  
3 p.m. – 4 p.m.

[Register Now](#)

#### PD 4072 myIMPACT Performance Reviews

Tuesday, November 14  
3 p.m. – 4 p.m.

[Register Now](#)

#### PD 1276 FSCJ Hiring Process Workshop

Tuesday, November 28  
1 p.m. – 2 p.m.

[Register Now](#)

#### PD 4072 myIMPACT Performance Reviews

Thursday, November 30  
9 a.m. – 10 a.m.

[Register Now](#)

#### PD 1872 Understanding the Employee Termination and Transfer Process

Monday, November 6  
2 p.m. – 3 p.m.

[Register Now](#)

#### PD 4072 myIMPACT Performance Reviews

Monday, December 4  
11 a.m. – noon

[Register Now](#)

#### PD 1872 Understanding the Employee Termination and Transfer Process

Monday, December 11  
10 a.m. – 11 a.m.

[Register Now](#)

Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) for questions about upcoming training.

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