

The Whole You

Human Resources Highlights

Summer 2019



DEVELOP & RECOGNIZE YOU
WORKING TOGETHER FOR JOB OPPORTUNITIES & FULFILLMENT

2019 Administrative Staff Performance Management and Merit Process

Thank you to those of you who were able to complete the fiscal year-end performance reviews this month. To accommodate extension requests, reviews will be open in Workday through August 1st at which time we will open the Goal Setting period from August 1st through October 15th. We will share resources and training dates prior to this launch – please reach out to sstaley2@wellesley.edu if you need support on your performance management process as we wrap up FY19 and begin planning for FY20.

In addition, your 2019 Merit Statement will be available to administrative staff in Workday on July 2, 2019. The Merit Statement is official notification from HR of the changes to your salary effective the beginning of the next fiscal year. Merit statements are produced for those employees who were hired prior to March 31, 2019. Grant funded employees and those who may have schedule or other changes that will take place on July 1st will receive an email with a merit statement.

Career Development at Wellesley

Wellesley College will be running the **It's Your Career** program on Thursday, August 1st, 2019 from 9:00 am to 3:00 pm in the Library Lecture Room. This program helps employees gain clarity on their own career drivers, strengths, and differentiators and improve understanding of the conditions under which they do their best work. The session will provide ideas for exploring opportunities within Wellesley and a discussion plan and tools to enlist support for career development. If you are interested in participating, please sign up here: <https://www.signupgenius.com/go/5080945AFAE2EA1FE3-career>.

Leadership Development – Applications are due July 15th

The Wellesley College leadership development programs strengthen supervisory, management, and leadership skills for administrative staff at all levels. Whether you are a non-manager or a senior leader, Wellesley offers leadership and management programs to help you grow and become more effective in the Wellesley community.

LEAD (Leadership Education, Action, and Development) Program: The program provides an opportunity for selected administrative employees to sharpen their supervisory, management, and leadership skills, to work on cross-institutional initiatives, and to help prepare for future leadership roles.

CALL (Collaborative Administrators Learning Leadership) Program: This four day program focuses on self-awareness and leadership skills, diversity and inclusion, communications skills and relationship building, and managing personal and organizational change to create transferable skills, knowledge, and expertise.

EXCEL (Executive Coaching for Effective Leadership): This program is designed in partnership with Wellesley Human Resources, for experienced leaders to hone their leadership skills. The cohort will meet with an expert coach every two to three weeks to explore priorities management strategies; models for leadership, and building a high performing team.



Summer Hours Day to Make a Difference: Friday, August 9th from 10:00 am to 12:00 pm

Day to Make a Difference (D2MAD) is an invitation for Wellesley faculty and staff to experience community service with your colleagues giving back to a local community organization. Day to Make a Difference is intended to act as the catalyst for conversations about what it truly means to be part of a community whose mission is to educate people who will make a difference in the world. Staff who are working a summer schedule with the day off on Friday, August 9th are encouraged to volunteer. We are looking for up to 25 volunteers and will be volunteering at Cradles to Crayons - <https://www.cradlestocrayons.org>. Cradles to Crayons provides children from birth through age 12, living in homeless or low-income situations, with the essential items they need to thrive – at home, at school and at play. **Email working@wellesley.edu to learn how to sign up.**



Financial Planning and Investment Resources

TIAA has easy-to-use online resources to help you develop an investment strategy and/or individualized counseling with a TIAA representative. *Call 1-800-732-8353 or [visit TIAA's website](#) to make an appointment.*

One-on-one independent, certified financial planners (CFPs) can meet with you on campus and assist you with general financial, investment and retirement planning. *Call Ext. 2212 or 2215 to make an appointment.*

TIAA Bank - Special Offers

- Faculty and administrative employees now have access to exclusive discounts, borrowing products and privileges. [Learn more about the services provided by TIAA.](#)
- Tips and testimonials for Gen Y's: [Starting Your Financial Life](#)
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