Lynda.com Software Training

Human Resources no longer supports CustomGuide courseware. The university now provides access to Lynda.com which offers software training, plus many more on-line courses.

Lynda.com is a UC licensed online video-training library that has more than 1,400 software, career development, and technology training titles that you can access from anywhere using an internet browser and your UC login credentials.

Lynda’s video courses are taught by industry experts, working professionals, and veteran teachers. The library features software from Adobe, Apple, Autodesk, Blackboard, Facebook, Google, HTML, Microsoft, Open Source, SPSS, Twitter and many more that allow users to learn the latest tools and techniques in business, digital media, design and development.

The service is FREE and is open to currently registered students, faculty, including emeriti, and staff.

STUDENTS

• Take Lynda.com tutorials to help with coursework.
• Learn techniques for your own projects.
• Build tech skills to boost your resume.

FACULTY

• Assign tutorials for a project or coursework.
• Incorporate Lynda.com into your syllabi.
• Provide tutorials to supplement a course.

STAFF

• Take tutorials to boost your productivity.
• Explore new technologies on your own.
• Beef up your resume with Lynda.com.

WHAT’S NEW?

Online 1328 – Time Off Work Form

Human Resources has partnered with Business Core Systems to implement an automated Time Off Work form (1328) through UC Flex. A focus group comprised of different university departments is meeting to review “As Is” and “To Be” processes associated with replacing the paper form with automated workflow approvals.

This project involves an aggressive timeline with completion targeted for late fall 2013. Look for more information regarding this as processes develop and planning work begins.

For more information on Lynda, go to: http://www.uc.edu/ucit/learningtechnologies/lynda.html.
UC’s Employee Assistance Plan, Impact Solutions, provides several tools to assist managers/supervisors with regard to employee performance issues. The management referral process is designed to be utilized only when the employee is having a job-performance problem.

If an employee asks for advice or help from a supervisor regarding a job performance issue, he/she may offer a referral to Impact EAP. This is a peer referral, not a “management referral.”

In a “management referral,” the Impact EAP counselor will assist Human Resources and the supervisor in determining what level of intervention may be appropriate to resolve the identified performance issues. There are two types of management referral – informal and formal. Most “management referrals” begin as a voluntary referral. Both processes involve the supervisor, Human Resources and an Impact EAP counselor.

In some cases, when the behavior violates university policy, is volatile in nature, or creates a hostile work environment, the employer can mandate a referral to the Impact EAP program.

**What is an Informal Management Referral?**

An informal management referral typically coincides with the early phase of the performance improvement process. The referral is confidential, voluntary, has no impact on job security or advancement and does not affect any discipline decisions; only work performance determines discipline.

**What is a Formal Management Referral?**

Formal Management referrals typically coincide with the corrective action process. Behavior/performance is problematic but not terminable.

If you have any questions about Impact EAP’s Management Referral Process, please contact Karla Gacasan in Labor Relations & Policy Development at 513.556.6381.

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**TRAINING AND DEVELOPMENT**

Please join us for the following Impact Solutions HR Management webinars. Registration is requested, but not required. Webinars are archived on the Impact Solutions website (http://www.myimpactsolution.com; password: bearcats) approximately 30 days after the live webinar.

**Impact Solutions HR Management Webinars – Second Quarter 2013**

**Strengthening the Team: Building a Cohesive and Inclusive Team**

Participants will engage in a discussion on basic communication principles and complete a fun, small-group exercise to identify communication barriers. The facilitator will introduce elements of clear communication. Participants have an opportunity to practice listening, questioning, confirming, and encouraging in several interactive group exercises.

Thursday, May 16, 2013 11 a.m. to 12 p.m. EST
University Hall, Room 450

**The Art of Motivation**

Understanding what motivates people allows managers the opportunity to build a strong team. Effective Managers learn how to motivate through interaction and discussion

Thursday, June 20, 2013 11 a.m. to 12 p.m. EST
University Hall, Room 450

**Upcoming HR 101 Sessions**

**Emotional Resilience: from Stress to Success** (Partnered with UC Wellness)
May 8, 2013 11 a.m. - 12 p.m. University Hall, Rm 450

**The Work Number**
May 16, 2013 1 p.m. - 2 p.m. University Hall, Rm 450

**Dynamic Leadership** (Partnered with UC Wellness)
June 6, 2013 1 p.m. - 2 p.m. University Hall Rm 450

Register for the webinars or HR 101 Sessions at: https://webapps.uc.edu/hr/trainingopp/.
HR 101: Featured Topic
Hiring for Union Positions

If you’ve ever felt frustrated by the quality of the candidates you receive in the hiring process for union positions and thought that you were unable to influence the process, keep reading! This is a common misconception. By thinking ahead and using available resources, hiring managers can significantly influence their candidate pools. Here are a few simple tips:

• **Advertising** - Think outside of the box! Where might diverse pools of ideal candidates look for jobs? Perhaps on trade websites or newsletters?

• **Tests** – If your position requires a test – find out when it was last reviewed. Are the questions still pertinent to the position?

• **Seal the deal!** If salary is a concern for your ideal candidate, keep in mind that salary is just part of an employee’s total compensation. Have you highlighted the great benefits offered by UC? UC’s benefit package is what makes UC stand out from other employers in the region.

We are here to help!

The most important thing to be aware of is that you don’t have to navigate this process alone. The Human Resource Service Center is here to help along the way. If you have a position that you would like assistance with, let us know and we can help. By following these few tips you can significantly decrease the stress and increase the success of landing the best candidate for your union position.

HR 101: Featured Topic
Understanding the UC Background Check Process

A standard criminal background check is required for any new or rehired faculty or staff hired. Student employees may also receive a background check if it is a requirement of the position that they hold or if consistently requested of all students in the department.

Hiring departments are responsible for fees associated with background checks and must consult with their central HR Team regarding any result discrepancies. UC is obligated to send pre-adverse and final adverse letters to candidates who are not selected due to the results of their background check. Individuals are afforded the opportunity to explain the discrepancies to the hiring department and central Human Resources personnel.

As a reminder, you should review the application and resume with the applicant to gain a better understanding of work tasks, employment history and gaps in employment.

The HR 101 Archives has additional sessions at: http://www.uc.edu/hr/hr101.html

QUESTIONS AND COMMENTS

We welcome your feedback and suggestions for articles.

Please direct your inquiries to UC’s Human Resources Department at hronestop@uc.edu.