

GRAND VALLEY STATE UNIVERSITY

HUMAN RESOURCES

BENEFITS & WELLNESS

PROFESSIONAL DEVELOPMENT

CONFLICT RESOLUTION

CAREER RESOURCES

COMPENSATION & EMPLOYMENT



Performance Evaluation Plan Update

Employees who have previously used the ePDP system were recently given access to the [2020-2021 transition year Performance Evaluation Plan](#) to input goals and job duties. Below are important dates to remember for non-PSS employees and supervisors:

Date	Action
2/1	<ul style="list-style-type: none"> Employees that have not started a Performance Evaluation Plan should do so. All employee Performance Evaluation Plans are open for the evaluation and feedback phase. Employees conduct a self-assessment on each component of their plan and submit. Once the employee has submitted their plan, the supervisor will receive and email indicating it has taken place and may begin work on providing evaluative feedback to direct reports.
3/19	<ul style="list-style-type: none"> Employee self-evaluation must be completed by March 19. Supervisors can start the feedback evaluation once the employee evaluation is submitted.
4/23	<ul style="list-style-type: none"> Supervisors finalize evaluations, including meeting with employee to discuss feedback. Human Resources will provide further direction on final submission to HR.

Below are important dates to remember for PSS employees and supervisors:

Date	Action
3/19	<ul style="list-style-type: none"> Supervisor fills out the form, leaving Section D and the signature/date areas blank.
4/2	<ul style="list-style-type: none"> Supervisor prints off a hard copy of the form (with information complete) and meets with employee to discuss. Employee being reviewed writes comments in Section D and signs/dates the form.
4/23	<ul style="list-style-type: none"> Supervisor, signs and dates the form, then scans and emails to GV Performance Management.

[Visit the Performance Evaluation Plan Website](#) for more information and feedback phase step-by-step guides.

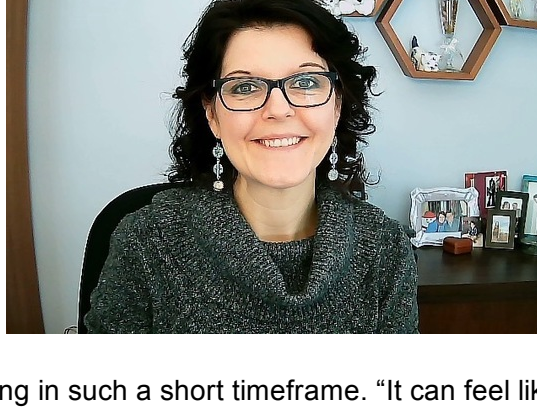
Supervisors are welcome to participate in [upcoming supervisor roundtable discussions](#) facilitated by Natalie Trent, HR employee relations specialist, to discuss the Performance Evaluation Process and other topics.

HealthEquity is GVSU's New HSA Provider

A reminder that GVSU will soon be partnering with HealthEquity Inc, a non-bank HSA custodian, for Health Savings Accounts. As a result, your United Bank HSA will be automatically transferred to the HealthEquity HSA platform on January 28, 2021. HealthEquity has sent GVSU members welcome information and debit cards. If you have not yet received your materials, [please contact HealthEquity](#).

Leading Laker: Heather Tafel

For the fall semester of 2020, Heather Tafel, associate professor of political science, knew it would be important to stay positive and keep her own health and wellness a priority.



Tafel has been working in her role since 2003 and the hardest challenge for her recently, like many, was learning how to navigate virtual learning in such a short timeframe. "It can feel like online work has invaded your entire life, because there was and continues to be a steep learning curve when it comes to teaching virtually," she said. Thankfully, she was able to learn more about remote teaching while also taking the time to maintain and improve her healthy habits.

An important part of her wellness strategy is talking to her Priority Health coach, who encourages her to set goals and maintain a healthy outlook on her stress and daily life. "Before the pandemic, I was already seeing a health coach, and that connection has continued to be an extremely helpful part of my COVID experience. She provides me with a different perspective and helps me stay accountable to the goals that I set," Tafel explained, emphasizing the importance of having someone to encourage positive thinking and a healthy mindset.

She has also started doing yoga every morning, which has been helpful in terms of mindfulness, breathing techniques, and meditation. Tafel explained that yoga was a way for her to maintain physical exercise as well. "For me, yoga has been helpful for both the physical practice and emotional well-being. I just started it back in April when I learned how much I have really missed the physicality that work provided before the pandemic," she said.

When Tafel can feel positive through yoga, taking walks, and talking to her health coach, she feels that she is able to be truly positive for her students. "My favorite days last semester were when I taught synchronously with students and was able to bring positivity and humor to them in a time when everyone was struggling," she said.

Heather's favorite part of teaching is being able to talk to and motivate students. She said, "I enjoyed talking to students in-person, but even now I like the feeling of expanding a student's world to new ideas and ways of thinking." She enjoys meeting up with her students virtually, and still getting to experience their excitement to learn more about the world around them. She says, "I love bringing my passion for politics to students. I can truly say that my Laker Effect is providing the inspiration students need to grow and accomplish something they are passionate about in the future."

[Visit all GVSU Leading Laker features.](#)

Faculty and Staff Winter 2021 Virtual Resource Guide

Free workshops, webinars and resources are available to you as a GVSU employee and for family members as well. Click on the icons to easily search and customize your own plan for wellness with GVSU programs, services and events based on your specific wellness needs.

[Review the full online guide.](#)

Encompass Virtual Scavenger Hunt

Did you know that your Employee Assistance Program, Encompass, has 24/7 support for all your wellness needs? From articles, webinars, and soft skills courses to crisis support, Encompass is here for you. You can sign up for an account today at [mylifeexpert.com](#) (company code: GVSUNI) and get started!



Want to earn prizes as you browse? Join the Encompass Virtual Scavenger hunt! This month Encompass is exploring resources related to love and kindness, such as improving your interpersonal relationships. You can [learn more and join the scavenger hunt here](#).

Send a Kindness Card

Looking to spread some kindness to your coworkers? Kindness cards offer an easy way to extend appreciation and compassion throughout the GVSU community. Simply download the cards, fill them out with an encouraging or thankful note, then send them off to a coworker for a nice surprise! Kindness cards can be filled out and sent virtually or printed out and mailed. [Visit this link to download a kindness card and get started.](#)



Schedule Time for You in February

In the spirit of practicing love and kindness this February, we've collected a list of wellness resources and activities to help you be kind to yourself and those around you this month. Whether you try one or try them all, there are plenty of ideas here to help you improve all eight dimensions of your wellness. [Click here for an expanded view of the calendar.](#)



HR Team Member

Feature: Chris Grooms

HR Administration Assistant

How do you help support faculty and staff at GVSU in your role? I make sure faculty and staff have access to GVSU systems and that their pay is correct so they don't have to worry about those things and instead focus on what matters most: the students!



What is your favorite quote? "Life begins at the end of your comfort zone," -Neale Donald Walsch

If there was only one food you could eat for the rest of your life, what would it be? New York style cheese pizza. Crispy, yet chewy crust, gooey mozzarella, and slightly sweet tomato sauce are all one needs to survive. Plus, I think this includes all the major food groups and macronutrients, so it must have some health benefits! :)

What energizes you? The sunrise over a lake or ocean. Also, my two daughters give me a ton of energy. Or they deplete my energy. I can't remember anymore. All kidding aside, my girls are my life and I'd do anything for them.

What is your favorite pastime? Going to the theatre. Live or film it doesn't matter. I love watching people tell stories.

What is your favorite part of working at GVSU? The people! Man, I work with the best people. They are collaborative, fun, and ready to jump in at a moments notice.

What is your "Laker Effect"? I love that I have the opportunity to serve a higher purpose. Even though I don't work directly with students, the quality of my work greatly affects the faculty and staff. And if I can make a positive impact on their lives, they can make a positive impact on the students lives.

February Upcoming Events

How to Retire Happy

[February 3rd 12:00pm-2:00pm](#)

Young Professionals in Higher Education: Virtual Success Strategies

[February 3rd 12:00pm-2:00pm](#)

Supervisor Roundtable Discussion

[February 10th 12:00pm-1:00pm](#)

Encompass Webinar: Helping Students Thrive During "The New Normal"

[February 10th 1:30pm-2:30pm](#)

Supervisor Roundtable Discussion

[February 24th 12:00pm-1:00pm](#)

Encompass Webinar: Navigating Loneliness and Isolation

[February 25th 12:00pm-12:30pm](#)

[View all upcoming events](#)

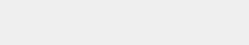
[Current Job Openings](#)

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