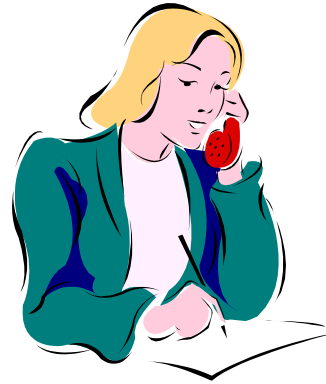




Maryanne Vigneaux/Lib  
03/06/2003 06:05 PM

To Maryanne Vigneaux/Lib@SUNYSB  
cc  
bcc F.Jason Torre/Lib  
Subject Library Bulletin, March 6, 2003, Number 1349

Human Resources has just announced ([see below](#)) that there are new forms for Performance Programs and Evaluations for UUP professional staff. Supervisors of professional staff are encouraged to sign up for a one-hour training session. There are three sessions currently scheduled in Engineering; I am also working with Human Resources to set up a training session in the Library during the month of April.  
-- Germaine



**NEWS FROM PERSONNEL: News from Human Resources :**

Human Resource Services is pleased to announce the new Performance Program and Evaluation form for UUP non teaching professionals, which will be used on west and east campus. As you are aware, the performance program and formal evaluation process is a vital and meaningful component of the employment relationship. All UUP employees are required, by the collective bargaining agreement, to have a performance program and written evaluation once each year. Therefore, this new user friendly tool was designed to assist supervisors in providing employees with important communication, clearly stated objectives and timely evaluative feedback, which is essential to a productive, efficient working environment.

The new forms are available on-line at [www.stonybrook.edu/hr](http://www.stonybrook.edu/hr). To view either form, click on "Forms and Publications", follow the links to "Performance Evaluations" and make your form selection. Please note, that to further assist supervisors we are developing an on-line "help" feature, which will be available shortly.

To further assist department staff in completing the new performance evaluation form, supervisors of UUP employees are encouraged to register for a UUP Performance and Evaluation workshop.

**Introduction to new UUP Performance Evaluation Form :** In just one hour learn about these "easy to use" new forms:

Carol Mord: All sessions in Engineering Bldg. room 231  
Tuesday, March 11 10:00 a.m. to 11:00 a.m.  
Friday, March 14 2:00 p.m. to 3:00 p.m.  
Thursday, March 20 3:00 p.m. to 4:00 p.m.

In addition, for new supervisors, or those unfamiliar with the process, participation is encouraged for:

**Mastering Performance Reviews**

Cindy Brodsky and Carol Mord: All sessions in Engineering Bldg. room 231  
Friday, March 28 9:00 a.m. to 3:30 p.m.  
Wednesday, April 16 9:00 a.m. to 3:30 p.m.  
Wednesday, June 3 9:00 a.m. to 3:30 p.m.

To register, contact Denise Gross, HRS Training Unit, at 2-4501, or by e-mail to DGross.



STAFF PHONE LIST:

A few changes in (Night) personnel phone/locations + a couple of other corrections . . .



LIBRARY STAFF-PHONE LIST