

## MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

### THIS ISSUE

## 2018 Employee Engagement Survey

2018 Employee  
Engagement Survey p. 1

Summer Background  
Checks p. 1 & 2

Modernization Initiative  
Updates p. 2

Crimson Spirit Award  
p. 3

Featured SmartHealth  
Activity: How to write  
SMART goals p. 3

APAC Spring Professional  
Development Seminar  
p. 4

Training and  
Development p. 4

Pre-Retirement Seminar  
p. 4

### Paydays

Tuesday, April 10  
Wednesday, April 25

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509-335-4521  
hrs@wsu.edu



On Tuesday, April 3, 2018, Human Resources Services will invite all employees system-wide on active faculty, administrative, and classified staff appointments to participate in the biennial Employee Engagement Survey.

The goal of the 2018 survey is to receive feedback on employee engagement and satisfaction with a 40 percent participation rate.

Employees will be able to access the survey through a link sent to their WSU email address or, for those without WSU email addresses, their mailing address of record. **Please respond!** Your candid feedback is crucial for identifying strengths and weaknesses in the workplace.

For questions about the WSU Employee Engagement Survey, please click [here](#) or contact Human Resource Services at 509-335-4521 or hrs@wsu.edu.

## Summer Background Checks

*Will your department be hiring additional staff for the summer or offering a summer youth camp?*

As a reminder, for positions that will have unsupervised access to children under 16 years of age, developmentally disabled persons, or vulnerable adults, background checks **must** be conducted on individuals, including paid employees and volunteers, **prior** to hire or camp participation as per RCW 43.43.830.



## Summer Background Checks, continued

At minimum, a WATCH background check is required for these positions; however, since WATCH is only for the state of Washington, Human Resource Services (HRS) recommends running a premium or basic background check in addition to the WATCH for more thorough information.

Additionally, HRS recommends running a premium background check in addition to the WATCH if the employee or volunteer will be responsible for overnight supervision of children. For positions that require driving, a Motor Vehicle Record (MVR) check is also recommended.

It is imperative to plan ahead and start this process as early as possible since **individuals who have not successfully completed a background check may not begin employment or camp participation if they have unsupervised access to children as noted above.**

To request a background check, email HRS at [background.check@wsu.edu](mailto:background.check@wsu.edu) and include the following information:

- Hiring department (and camp name, if applicable)
- Prospective employee's or volunteer's first and last names
- Email address of prospective employee or volunteer
- Position title and position number
- Background check package type(s)



- Department contact name and phone number for receiving results
- Billing contact name and phone number
- If requesting an MVR, please provide the state that issued the driver's license to the prospective employee or volunteer.

Please be sure all names and email addresses are legible and distinguishable (i.e., the letter "O" vs. the number zero). Failure to provide legible information will result in a delay in processing the background check. If you are requesting background checks for a large group of individuals, you may send the above required information to HRS in a spreadsheet for ease of processing.

Information regarding the background check process is available at: [hrs.wsu.edu/background-checks](https://hrs.wsu.edu/background-checks). Background check packages and pricing are listed [here](#).

Please contact your area HRS consultant or assistant to discuss your summer background check needs or if you have any questions. Contact information for your Human Resource consultant and assistant is here: [hrs.wsu.edu/hrs-contacts](https://hrs.wsu.edu/hrs-contacts).

## Modernization Initiative Updates

Visit [modernization.wsu.edu](https://modernization.wsu.edu) for updates on recent activities.





Elly Sweet (right) receives her Crimson Spirit Award and lapel pin from WSU Tri-Cities Chancellor Sandra Haynes at the Chancellor's Welcome Reception for Faculty and Staff on March 20, 2018.

## Crimson Spirit Award

**Elly Sweet**, a clinical assistant professor in the School of Biological Sciences, WSU Tri-Cities, received the March 2018 Crimson Spirit Award (CSA).

Dr. Sweet serves as the faculty advisor for all certified majors in biology, general studies in biological sciences, and pre-health at WSU Tri-Cities. This means that, in addition to her teaching load, she advises some 80+ students every semester. It's clear she cares deeply about those she mentors.

Her nominator ranks her "very near the top—and easily within the top 5—of the multiple dozens of faculty I've worked with as a teaching colleague and administrator over the years." A notable example of her commitment to her students is the case of Demi Galindo, a recent biology graduate student.

Sweet encouraged Galindo to apply for a research opportunity in her junior year that would greatly advance Galindo's chances of getting accepted to medical school. Through Sweet's ongoing mentorship, Galindo finished her master's degree in one year and earned admission and a scholarship to the University of Washington Medical School. A link to the full story about Demi Galindo is [here](#).

Elly Sweet is honored for exceptional mentoring and commitment and outstanding contributions to the WSU community.

## Featured SmartHealth Activity: How to Write SMART Goals



Without a strategic plan for reaching your project goals, you're more likely to fail. So break your big, lofty projects into smaller tasks with actionable steps.

Here's how to write a SMART goal:

- **Specific:** Write down a descriptive statement of the purpose of your goals. This should help answer questions like "What do I want to achieve and how?" and "Why do I want to achieve this goal and with whom?"
- **Measurable:** Note how success will be measured for this goal. This is where you should add numbers or measurable elements.
- **Achievable:** Make sure you set realistic expectations given the time period and available resources.
- **Relevant:** Include what makes your goal relevant to your organization's or team's business goals.
- **Time Bound:** Set specific timelines or intervals for completing the work.

And, earn SmartHealth Points for completing this activity. It will be available April 3 through July 9. Check out the [SmartHealth webpage](#) for more information.

## APAC Spring Professional Development Seminar

There's still room in the final seminar of the APAC spring professional development series! This seminar will be held May 17, from 9:00 to 11:30 a.m., in the CUB Senior Ballroom. Please click the link below to register. AMS sites will be scheduled.

### Servant Leadership: Three Truths a Servant Leader Should Live By

Robin Blanchard, CEO of Blanchard Consulting LLC

THE APAC spring 2018 professional development seminars are sponsored by the Office of the President.

Visit the APAC [website](#) to learn more about APAC.

## Instructor-Led Trainings (ILTs)

*Click the links below for more information.*

*This may require you to first log in with your WSU network ID and password.*

### Time Reporting Training

April 4, 1:30–3:30 p.m.

### Purchasing Card:

#### New Cardholders

April 5, 1:30–3:30 p.m.

### Research Compliance Overview

April 6, 9:00–11:00 a.m.

### Paid Sick Leave

#### Requirements Training

April 6, 2:30–4:00 p.m.

### Department Pay

April 9, 2:00–3:30 p.m.

### Fiscal Audits and

#### Internal Controls

April 11, 9:00–11:30 a.m.

### Travel: Basic Forms and Procedures\*

April 12, 10:00–11:30 a.m.

### myWSU: BI-Data Warehouse 11g Analytics Training (OBIEE)

April 18, 1:30–3:00 p.m.  
(Pullman and online)

### WSU Insurance and Claims: Is this covered?\*

April 19, 10:00–11:00 a.m.

### Hostile Intruder Training

April 24, 1:30–3:00 p.m.

\*Class is filling fast.

## Featured Online Training

### Polishing your Feedback Skills

Giving feedback is vital in the workplace!

This course covers when and how to give feedback positively, how to handle bad reactions and your own nervousness, and how to give feedback to people at different organizational levels. To take the course, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

## Featured Online Book

### Emotional Intelligence Pocketbook: Little Exercises for an Intuitive Life

*Emotional Intelligence Pocketbook* is a practical "how-to" guide to changing the way you think about your emotions.

This book will show you how to understand yourself and those around you, with practical tips to help you become more assertive, foster stronger relationships, and manage anxiety. To read this online book, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

## Pre-Retirement Seminar

April 9, 2018

11:00 a.m. to 12:30 p.m.

Hosted in Wenatchee, with video-conferencing available in French Administration Building, Room 139, and other WSU locations.

Pre-retirement seminars are offered monthly. More information is [here](#).



WSU Wenatchee