



Office of Human Resources Newsletter

March 2018 Edition

The HR Recruitment Team: Our Partnership with You

The Office of Human Resources partners with the TCNJ community by assisting you to identify the best candidate for your department vacancy. Going forward, during the recruitment strategy discussion, a member of the talent acquisition team will confirm your interest in utilizing Employee Test, a pre-employment assessment vehicle.

The purpose of this tool is to provide another measure of how well matched your candidate's skills are with those that are necessary for success in the position. The most frequently selected tests are: Microsoft Office Word and Excel. Typically, hiring managers choose these tests for administrative professional openings. To learn more, click here: [Employee TEST](#)

Performance Management: 365

Performance Management is an ongoing process that hinges upon regular engagement between the supervisor and employees. Human Resources is available to assist supervisors and managers navigate the Performance Management process throughout the evaluation cycle. Below are some important Performance Evaluation dates during the month of March.

Non-Unit Staff Performance Evaluations

Performance evaluations are due to HR by March 9, 2018, for the rating period of January 1, 2017, through December 31, 2017. Documents may be

found here: [Non-Unit Performance Evaluation Documents](#)

AFT Non-Faculty Staff Performance Evaluations

Performance evaluation points are due to HR by March 30, 2018, for the rating period of September 1, 2016, through August 31, 2017. Documents may be found here: [AFT Staff Performance Evaluation Documents](#)

To learn more about the performance management and evaluation process, please contact kingt@tcnj.edu.

New! Softtime Online



HR has now deployed Softtime Online to 1,200 employees. Feedback about the leave management system has been resoundingly positive, with new found ease to request and receive approval for time off, along with up to the minute access to leave time balances. Reporting features enable departmental awareness of who will be in the office on any given day. We look forward to your continued feedback about Softtime Online.

New! Short Cuts to Meet Your Everyday Needs

Improving access to HR tools is the name of the game! New to [TCNJ Today](#) are short cuts to Softtime Online, and to Taleo, the applicant tracking system.



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New! For W-4 2018

The IRS has released the 2018 [W-4](#). You are *not* required to complete a new W-4 form unless you are *changing* your withholding status. We encourage you to use “Your Employee Self Service”: [YESS](#) to enter changes to your federal withholding, and also to elect or change a financial institution for direct deposit of your payroll check.

March is National Nutrition Month ®

During March, we raise awareness to healthy eating habits, increasing physical activity, and overall wellness. This year, TCNJ Dining Services would like to invite you to “Go Further with Food.”

The foods we choose to eat can truly make an impact on our lives, moment-by-moment, day-by-day, in the present and in the future. By being mindful of how we can “Go Further with Food,” we are considering how to enhance the role that food already plays in our lives. According to the Academy of Nutrition & Dietetics, if we learn to “manage food resources at home,” we will be going further with food by “saving both nutrients and money.” Click here for nutrition tips and a *delicious* Roasted Root Vegetables & Spiced Lentils Recipe: [Health, Wellness & Nutrition](#)

The Mindful Mile: Coming Soon!

Once a week, TCNJ Dining Services Campus Registered Dietitian (RD) invites you to join a mile long walk around campus, the Mindful Mile. A “celebrity walker” from a department on Campus is invited to participate, and the celebrity’s impact on the community is highlighted. To learn more about the Mindful Mile, click here: [Mindful Mile Survey](#)

Learning & Professional Development

Classes scheduled in March and April include: Google Apps, Retirement Planning, Investing for Women, Intro to Excel and more!

Workshops scheduled in May include Safe Zone Training and “How to Deliver Presentations with Ease & Confidence”, and, additional classes are being added. Feel free to view the calendar: [L&D Workshops](#)

Space is limited, so sign up today!
https://tcnj.co1.qualtrics.com/jfe/form/SV_1Y6TxvGc7vdDojP

Happy Spring, Everyone!

