



Office of Human Resources Newsletter

September 2018 Edition

Annual Benefits Fair

On Wednesday, October 10, 2018, the Office of Human Resources will host the Annual Benefits Fair from 9am to 2pm in the Brower Student Center. The fair will provide you with great information and, this year, the Student Affairs division will collaborate with HR to offer information for students. Visitors will be able to speak with representatives from insurance carriers, retirement plan vendors, Princeton Healthcare System EAP, local child care centers, financial institutions, and more!

Benefits Open Enrollment is Coming!

Benefits plans open enrollment occurs during the month of October. Anticipate information about benefit options, enhancements and changes within the coming weeks.

Careers@ TCNJ

New jobs are posted on the internal careers site on a regular basis. Have you created a profile? Consider checking the site once or twice each week to learn about new and exciting opportunities. To see current openings, click here: [Current Job Openings](#).



The New Jersey Civil Service Commission posts promotional announcements on the 1st of each month. The application filing deadline for

accepting applications is indicated on each announcement. To learn more: [Promotional Job Announcements](#)

2018-2019 Performance Evaluation Cycles Have Begun!

Performance management is an ongoing process that is dependent upon regular engagement between the supervisor and the employee. Human Resources is available to assist supervisors navigate the performance management process throughout the evaluation cycle. Performance management workshops will be scheduled in October.

Below is important performance evaluation rating cycle information:

CWA/IFPTE/PBA/NJLESA (PAR) Staff Performance Evaluations

The 2018-2019 PAR evaluation rating cycle recently began. The rating cycle is July 1, 2018, through June 30, 2019. To view the timeline click here: [2018-2019 PAR Evaluation Cycle Timeline](#)

AFT Staff (Non-Faculty) Performance Evaluations

The 2018-2019 AFT staff evaluation cycle began on September 1, 2018, and ends on August 31, 2019. The evaluation cycle timeline may be found here: [2018-2019 AFT Non-Faculty Staff Evaluation Cycle Timeline](#). Contact Trisha King to learn more at kingt@tcnj.edu.



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B&N Bookstore at Campus Town

Take your employee ID to Barnes and Noble to enjoy 10% off your purchase! Every Tuesday the B&N Café offers 50% off sandwiches. Each Thursday the café offers \$5.00 pizza. Upcoming discounts include: September 10th – 14th: 25% off Nike & Under Armour apparel; September 20th: Additional 50% off clearance; September 25th – 27th: Buy One Get 50% one hat.



Creating Change

As we approach the new school year, or a new job, or a new day, we often rely on habits to get us through. Stephen R. Covey's book, 7 Habits of Highly Effective People, defines effectiveness as the balance of obtaining desirable results with caring for those things that produce those results. Each chapter is dedicated to one of seven habits, as represented by the following:

Habit 1: Be Proactive

Being proactive means anticipating, and taking action before problems occur.

Habit 2: Begin with The End in Mind

Envision what you want in the future so you can work and plan towards it.

Habit 3: Put First Things First

Leadership begins with personal vision and personal leadership.

Habit 4: Think Win/Win

Consider how you can establish interdependent relationships so that each person involved feels that he/she/they benefit from the interaction.

Habit 5: Seek First to Understand; Then To Be Understood

Practice active listening by first trying to understand what is being asked or discussed, before you jump ahead and start forming an opinion or suggesting a solution.

Habit 6: Synergy

Combine the strengths of people through positive teamwork, so as to achieve goals that are dependent upon the team working together.

Habit 7: Sharpen the Saw

Balance and renew your resources, energy, and health to create a sustainable, long-term, effective lifestyle.

The EAP hopes you found these ideas to be helpful. If counseling would be helpful for you or your adult family member, it is available free of charge and is confidential. Please call the EAP 800 527-0035.

