HR Highlights is the Official Newsletter of UNT Syestem Human Resources. If you have an HR question or topic you'd like covered in the newsletter, please email HR@untsystem.edu.

New Faces in HR

Melinda Lilly
Senior Director of Compensation and Performance Management

Melinda Lilly started at UNT as a student worker in HR at UNT in 1996, and has never left. Over the last 23 years, she has worked in various compensation, HR generalist, and Academic Affairs jobs at UNT, most recently serving as Director of Academic Resources, but has finally found her way back 'home' to HR. Melinda has both a BBA and MBA from UNT in Organizational Behavior and Human Resources. She lives in Corinth with her husband Lance and two of her three kids, Jonathan (a sophomore at Guyer High School) and Noah (who is 2 - 'nuff said), their dog Max and bearded dragon T-Rex. Her oldest son, Matthew, is currently a sophomore at Texas A&M. Melinda is very excited to join the HR team and partner with our campuses to develop effective compensation strategies and performance management tools.

Procurement

The University of North Texas System now has a preferred vendor list for executive hiring. Now when you want to engage an agency in a retained search, there is no longer a need to go to RFP and wait 4-6 weeks for results. We've done that work for you, so just pick the agency you would like to use and prepare a requisition.

The executive preferred vendor list provides a wide variety of executive search agencies to choose from and all have extensive higher education search experience.

You can choose any of these agencies:

- Academic Search, Inc.
- Buffin Baker
- Greenwood Asher
- Harris Search Associates
- Isaacson Miller
- Ogden Berndtson
- Peak Performers
- R. William Funk & Associates
- Storbeck Pimentel
- Wheless Partners

Please contact the Procurement team for pricing and terms.

Benefits

Employee Assistance Program

Our Employee Assistance Program (EAP) offers free and confidential help to employees at all locations as it relates to family, legal or financial issues, as well as substance abuse or other stressful events. EAP programs are available to retirement-eligible employees, retirees, household members and dependents.

Employees may self-refer to EAP, or managers may refer an employee. EAP consultations (up to six per year per personal session) are free and confidential.

To access programs and services, users must create an account with Alliance Work Partners.

How to Log In

- Go to https://www.awpnow.com.

- Select Access Your Benefits.

- Complete the required registration fields – you may use any email, work or personal, to register.

- Enter the registration code AWP-UNT-384.

Or, the self-referral number is available 24 hours, every day: 800-343-3822.

EIS Outage Reminder

Please plan ahead for an outage to all EIS self service portals beginning **THIS FRIDAY** **Friday, September 20** until **Monday, September 22** while upgrades to the EIS Student System are installed. The outage will include time keeping and human resources functions for UNT System faculty and staff through the employee portal.

In coordination with functional stakeholders at UNT, UNTHSC, UNT Dallas and UNT Dallas College of Law, UNT System IT Shared Services will upgrade the EIS Student System beginning at 5 p.m. on Friday, September 20, 2019. The system will be back up and available for use by 8 a.m. on Monday, September 23

Please be aware of the following information:

- Please note that students, faculty and staff will **not** have access to their EIS Self Service portals while the upgrade is being performed.
- Once the upgrade to the EIS Student System is complete, **all employees from all institutions** will only be able to access the EIS Employee System (employee portal) at my.untsystem.edu. This will be a permanent change. There will be a link to the employee portal if you find yourself on the wrong page.

This upgrade will enhance performance on mobile devices, while improving overall functionality. Please mark your calendars for the outage as we upgrade our systems.

The Organizational Development & Engagement (ODE) area of Human Resources provides learning and development opportunities to promote employee engagement. ODE staff aim to help create a productive and successful organization that uses best practices to attract, develop and retain employees.

Enroll in Upcoming Training Sessions Today!

(click course titles to register)

Finding Balance (EAP)

This training takes a close look at how pressures and expectations from each sphere of our lives can become unbalanced. Learn how to get out of survival mode and into a steadier, more purposeful pace.

When: Friday, September 20, 2019 12:00 PM-1:00 PM
Where: Webinar

Conquering the Fear of Failure (EAP)

We have all experienced the fear of failing. It can cause us to take inaction and prevent us from moving forward. In this training we will examine the underlying causes of the fear of failure & strategies for overcoming it to enjoy true success.

When: Friday, September 25, 2019 12:00 PM-1:00 PM
Where: Webinar

Owning Your Own Engagement

Want to find meaningful ways to internalize and explore your own engagement as an individual contributor? Explore what having a psychological and emotional connection to your job means

and discover ways to find connection in your work!

When: Wednesday, September 25, 2019 9:00 AM-11:00 AM
Where: UNTHSC Center for BioHealth, CBH - 230

When: Thursday, September 26, 2019 9:00 AM-11:00 AM
Where: UNT DALLAS Founder's Hall, FH - 339

When: Tuesday, October 29, 2019 10:00 AM-12:00 PM
Where: UNT Support and Services Building, SSB - 102

Engagement Action Planning

Want to create an engagement action plan with your team but don't know where to start? Join us in an informative session where we will review a few ways to conduct an engagement conversation with your team and jump start your plans!

When: Wednesday, September 25, 2019 1:00 PM-3:00 PM
Where: UNTHSC Center for BioHealth, CBH - 230

When: Thursday, September 26, 2019 1:00 PM-3:00 PM
Where: UNT DALLAS Founder's Hall, FH - 339

When: Thursday, October 31, 2019 2:00 PM-4:00 PM
Where: UNT Support and Services Building, SSB - 102

Creating an Inclusive Work Environment

Explore how to acknowledge and respect the perspectives of others and how to develop inclusive behaviors. Learn how to hold team members accountable for creating and maintaining an inclusive environment

When: Friday, September 27, 2019 10:00 AM-12:00 PM
Where: UNT Dallas, FH-304

Art of Successful Coaching

Grow your coaching skills. Learn how the right coaching conversation can empower and engage your team. Explore how coaching differs from managing, mentoring or counseling. Practice

identifying powerful questions that inspire and catalyze new thinking.

When: Monday, September 30, 2019 10:00 AM-12:00 PM
Where: UNT Support and Services Building, SSB-102

Behavioral Interviewing

Explore how behavioral interview strategies can help identify top talent and improve your hiring. Practice developing great interview questions, identify what to look for in a candidate's answer, and learn the legal guidelines for interviewing.

When: Friday, October 4, 2019 1:00 PM-3:00 PM
Where: UNT Dallas Founder's Hall, FH-304

Hiring Responsibilities

Explore best practices for the hiring process. Topics include: job descriptions, selection criteria, recruitment, and policies and laws.

When: Friday, October 4, 2019 10:00 AM-12:00 PM
Where: UNT Dallas Founder's Hall, FH-304

If you would like assistance with creating a customized learning plan for your team, please contact the System HR Organizational Development and Engagement (ODE) team at ODE@untsystem.edu

Miss an issue of HR Highlights? CLICK HERE **to catch up!**