Supervisory Resources

This collection of resources supports supervisors so they have the tools and skills development to guide, problem-solve, and communicate with employees. If you have any questions, SPH HR Staff is here to help!

SPH INTRANET

The intranet site provides school-specific human resources information on key topics:

- Hiring and Onboarding
- Professional and Personal Development
- Wellbeing and Leaves
- Awards and Recognition
- Total Compensation (Pay and Benefits)
- Performance Feedback and Evaluations
- Employee Engagement
- Departures and Retirement

Leadership Trainings

SUPERVISORY DEVELOPMENT COURSE

Self-paced, flexible online leadership program for faculty and staff who oversee the work of others. Offered through the Leadership and Talent Development group in Office of Human Resources. Please click on the module hyperlinks below to learn more.

MODULE 1: FEEDBACK AND COACHING

- Assess employee performance, potential, and readiness for new challenges.
- Formulate effective feedback.
- Plan a productive coaching discussion.

MODULE 2: MANAGING AND EVALUATING PERFORMANCE

- Identify effective ways to set goals.
- Plan, coach, and evaluate performance throughout the year.
- Apply the best practices for writing and delivering a performance review.

MODULE 3: MANAGING CONFLICT

- Define conflict, its purpose, and benefits.
- Create more self-awareness regarding your own approach to conflict and the approaches of others.
- Assess conflict to determine its source.
- Build the skills needed to effectively manage conflict.

MODULE 4: LEADING TEAMS

- Identify when a team is the best approach to complete a task.
- Learn the key elements for building and launching an effective team.
- Learn strategies to improve a team's performance, decision-making, abilities, and conflict resolution.

MODULE 5: EMPLOYEE ENGAGEMENT

- What employee engagement is and the employee engagement cycle.
- What are the ways to gather your employees' input?
- How do you make sense of the input you have received?
- What are the main elements to consider when preparing for an effective discussion?
- What are some action planning principles and what resources exist to support you in the engagement work?

MODULE 6: ONBOARDING NEW EMPLOYEES

- Create an effective onboarding plan built on elements that establish and foster long-term employee engagement.
- Immerse new employees into the culture of your organization and introduce them to key partners for success.
- Set performance expectations and goals to help a new employee succeed in their role and achieve the desired results.

MODULE 7: SELECTING AND HIRING

- Identify common pitfalls in the selection and hiring process and how to avoid them.
- Examine the usefulness of accurate, unbiased assessments.
- Analyze the needs of the position to understand exactly what you need the new hire to do.
- Identify tools and materials available to make the selection and hiring process more effective.

Governance and Responsibilities

UNIVERSITY POLICY LIBRARY
- Administration & Operations
- Education & Student Life
- Finance
- Human Resources
- Information Technology
- Research
- Board of Regent

HUMAN RESOURCES POLICIES
- Benefits
- Compensation
- Departures
- Hiring
- Leaves
- Performance
- Miscellaneous

EMPLOYEE RELATIONS > CONTRACTS AND ADMINISTRATIVE INTERPRETATIONS
- Civil Service
- AFSCME Clerical & Office
- AFSCME Technical

VACATIONS & LEAVES
- Vacation Leave
- Sick Leave
- Family and Medical Leave (FMLA)
- Parental Leave
- School Conference & Activities Leave
- Personal Leave of Absence
- Military, Court Appearance, or Civic Duty Leaves
- Bereavement Leave
- Religious Holidays
- Employee Development and Educational Activities

For help navigating policies and planning health-related and family leaves contact sph-hr@umn.edu.

HIRING REQUIREMENTS
Start Date: Must be set to allow time for completion of background check and I-9 (allow for 2 weeks)
Background Check: Employees (non-student classifications) must pass a background check prior to start date.
Employment Eligibility Verification Form I-9: By the start date the employee must complete
- Section 1 (instructions sent to employee at time of offer)
- Provide identification documentation to the I-9 administrator for completion of Section 2

Why do we have these Requirements?
Until I-9 requirements are met, employees cannot work and cannot earn wages per federal law.
Risk of penalties to the University of **$220-$2191** per instance.

Additional Tools

MYU > MANAGER INFO > TRAINING
- Approving Time and Absences
- Managing Delegations
- Managing Schedules

PERFORMANCE APPRAISAL TOOL (PAT)
This tool is the secure on-line employee appraisal system used throughout the AHC schools. PAT is designed to engage supervisors and staff (labor represented, civil service, and P&A) in a meaningful two-way performance appraisal process for probationary reviews and annual reviews. Your SPH HR Consultant will reach out to supervisors regarding probationary appraisals of employees and will initiate annual appraisals for all staff around the first of March each year.

SUPERVISING AT THE U
The Office of Human Resources provides resources intended help supervisors as they lead employees through their employment life-cycle at the U.

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