Welcome HR Forum Committee

Function:

To facilitate two-way communication with campus departments on a variety of HR issues.
Hiring Process for International Students, Faculty, and Staff

Jon A. Ahlberg | Associate Director, International Affairs

http://www.international.txstate.edu
Maximizing Student Talent

Norma Gaier | Director, Career Services
Assess your needs

- What do you need?
- Where are you deficient in operations?
- Strategic approach to hiring process
- Clear expectations and job description
- Thoughtful interview questions
- Consider case studies
Teambuilding

- Knowledge of your office
- Orientation and onboarding
- Invite to staff meetings
- Give immediate praise for a job well done
- Coach to improve performance
- Treat fairly and with respect
Project Management

- Analyze busy times
- Scheduling: When do you need student workers the most?
- Where is the workload in the semester?
- Does the workload vary among departments or areas?
- Cross train to increase skill set
- Set progress markers/timelines
- Be accessible for questions
Best Practices

- Show interest in your student workers

- Encourage problem-solving and creativity!
  - Career Services backpack drop idea
  - GroupMe text messaging service for team communication

- Mentoring or Buddy Programs

- Training for internal advancement
  - ITAC trains and promotes student workers

- Welcome Socials to meet all workers

- Regular Student Employee Meetings

- Students as Ambassadors (presentations, social media, email, etc.)

- Student Professional Development
  - Leadership Institute
  - Workshops
  - Lessons Learned Series
Questions

Norma Guerra Gaier
Director, Career Services

LaTonya Henry
Assistant Director, Student Employment | Career Services

LBJ Student Center | 5th Floor
512.245.2645
Monday - Thursday: 8 a.m. - 6 p.m.
Friday: 8 a.m. - 5 p.m.

careerservices@txstate.edu
Say ... "CHEESE"!
UHC/CTMC: Anesthesiologist Issues

Heather Steed | Manager, Benefits

How a planned procedure should work...

- Doctor says you need surgery
- You and your doctor decide what facility to use
- Contact facility to ensure that facility is in-network with HealthSelect
- Consult with your doctor and the facility about all providers (anesthesiologists, surgeons, labs, etc.) for your procedure
- Contact providers to make sure they are in-network with HealthSelect
How it has been working at CTMC...

- CTMC is an in-network facility
- Most physicians are in-network for HealthSelect
- Currently CTMC does not have any in-network anesthesiologists to provide services for medical procedures
- CTMC and HealthSelect are aware and are working to find a solution
In the meantime...

- Call United Healthcare if you are having a procedure done at CTMC in which you know you will be having anesthesiology. Ask what your options are as there are no in-network providers.

- Mediation
  See P. 93 of Health Select Master Plan Document

http://healthselectoftexas.welcometouhc.com/assets/pdf/HS%20In-Area%20MBPD%209-2014%20Renewal%20FINAL.pdf

- Consider using a different facility.
Announcements

- Performance management
- People Admin
- Wellness program update
- Nepotism reporting
- FMLA update
Open Floor
Discussions
Contact us:
hrforum@txstate.edu
512.245.2557
Thank you