Working at UB: How HR Connects With Your Life Both Inside & Outside of Work

New Competency Library Available

Competencies are the combination of skills, knowledge, characteristics and behaviors that contribute to an employee's performance in a particular role or function. Specifying which competencies are most valued in the team or unit can guide employees' performance and help them to be successful in their roles.

A new Competency Library has been developed to assist supervisors when developing performance programs with employees. It will also be useful for search committees as they define the desired competencies for a position and develop questions to determine if candidates possess the identified competencies. Each competency has definitions and a table of common behaviors at three proficiency levels. These behaviors can be customized to relate specifically to the work in your unit.

You can explore the library on the HR website where you will also find a downloadable Excel version. Please contact Kelli Hennessy at 645-4437 with any questions about competencies.

Learn More

In This Issue

July 11, 2018

New Competency Library Available

Develop a Plan For Growth and Advancement

New Approach for Providing Relocation Services to New Hires

Develop a Plan For Growth and Advancement

Are you ready to take the next step or transition your career? Or would you like to develop new skills to progress in your current career? HR has career coaches that can guide UB employees through this process.

Our experts use a strengths-based coaching model which highlights natural areas of strength for each individual. This approach helps employees leverage their strengths to enhance their current role and achieve future career goals. Career coaches can also assist with creating an individual development plan, updating your résumé, applying for positions at UB and preparing to be interviewed for a position.

We encourage employees at any stage of their career to meet one-on-one with a career coach to develop a plan to improve or sharpen their current skills and to increase their job satisfaction and success level. Contact training@buffalo.edu to schedule a free, confidential session.

Learn More About Career Coaching
New Approach for Providing Relocation Services to New Hires

UB is implementing a new service to provide relocation assistance for new employees who are moving to Western New York. HR staff will work with a third party vendor (Global Mobility Solutions) to collaborate with departments to tailor the service to meet their new hire’s needs. The vendor will offer a wide variety of options to fit any department’s budget allocation. Learn about how this service will assist departments and streamline the relocation efforts across the university.

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Did You Know?

**Already a UB Jobs User? You Can Apply for Jobs Using Your UBIT Credentials**

Whether you are a hiring manager, approver or search committee member, you can apply for jobs from the same web portal. Not sure if you are a UB Jobs user? If you are a UB faculty or staff member, visit the web portal and enter your UBIT credentials.

If you are unable to log in, contact HR at 716-645-7777 to be added to the site. After logging in, you can access the Applicant Portal under My Links on the Home tab. Please note this is not available for TA/GAs, students or volunteers.

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**UUP Contract Awaits Ratification Vote**

UUP and NYS have come to a tentative agreement for a new six-year contract. The ratification vote on the tentative contract agreement is set for early September. Should the contract be ratified, we will share the final details as we receive them. All actions and changes connected to the contract would go into effect upon a successful ratification.

**Allowable Student Hours Reminder**

Student Assistants, Teaching Assistants (TA) and Graduate Assistants (GA) are allowed to work up to a set number of hours while classes are in session and on breaks. Due to government regulations, the rules differ for domestic students and international students. Learn More About the Rules

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**Join an EAP Support Group**

Get support from your peers to improve your well-being. Designed to provide emotional, educational and social support through regularly scheduled meetings, the Employee Assistance Program’s (EAP) support groups help participants develop methods and skills to solve problems.

The Caregiver Support Group meets the third Tuesday of every month and the Workplace Stress Group meets on the third Wednesday of every month.

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**Upcoming Learning & Development Opportunities**

**Save the Date: Day of Caring**
August 15, 2018

**Retirement Planning for State Employees**
- 7/18

**Introduction to Microsoft Access**
- 7/18

**Build Relationships & Manage Conflict**
- 7/24

**Coach Employees to Excellence**
- 7/31

**Unplug the Power of Bias**
- 8/7

**Supervising Student Employees 101**
- 8/21

**Learn Basic Formulas in Excel**
- 9/12

**Intro to Critical Behavior Interviewing**
- 9/18

**Build a Strong Team**
- 9/26

**Collaborative Performance Management (CPM)**
- Fall 2018

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**In Case You Missed It...**

6/4/18 Faculty Members Can Spread Out Paychecks Through the Year