

August 26, 2016

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**Performance Excellence Process
(PEP)**

PEP Reminder:

The majority of employees have completed their PEP self-evaluations. Managers should start their manager evaluations and set appointments for the review meetings. The final document, including second level approval, is due by September 30, 2016. You may click [here](#) to review the June 17, 2016 memo which outlines the deadlines for the 2016 Performance Excellence Process (PEP) forms.

The 2015-2016 PEP Webinar and detailed instructions are available in the PEP Toolkit located [here](#) (HR.fiu.edu > Quick Links > PEP Toolkit). If you have any questions or need

assistance with the document, please feel free to contact the Division of Human Resources at (305) 348-2181 or tmd@fiu.edu.



The Division of Human Resources is conducting workshops in August and September to support managers in conducting meaningful performance evaluations. In the Performance Management workshops, participants will learn:

- How to structure the performance review meeting
- What to say during the performance conversation
- How to provide meaningful feedback (positive and constructive)
- Practice delivering the feedback in a safe environment

Dates and Times:

Friday, August 26, 10:00 a.m.-12:00 p.m. – BBC

Wednesday, August 31, 10:00 a.m.-12:00 p.m. – MMC

Wednesday, September 7, 10:00 a.m.-12:00 p.m. – MMC

[Register Today!](#)

Service Excellence



Service Excellence Workshops are open for the month of September! Brush up on your 'in-person', telephone and written customer service skills for the Fall semester. The workshops will cover:

- FIU's philosophy on Service Excellence
- Professionalism at work
- Effective service over the telephone
- Managing written correspondence
- Techniques for delivering excellent service even in difficult situations

Dates and Times:

Tuesday, September 14, 9:00 a.m.-12:00 p.m. – BBC

Wednesday, September 22, 1:00 p.m.-4:00 p.m. – MMC

[Register Today!](#)

BENEFITS ADMINISTRATION

Retirement Workshops

Benefits Administration is pleased to present Social Security, Medicare and Retirement related workshops to our faculty and staff during the months of September and October. Click [here](#) for additional details and to RSVP.



PAWS for Healthy Eating

September is “Fruits and Veggies: More Matters” month. Fruits and veggies are nature’s treat, and easy to grab for a snack. Join the national pledge to fight obesity at [America’s More Matters Pledge to Fight Obesity](#).

For more information visit www.fruitsandveggiesmorematters.org.

Lunch and Learn

The Wellness’ Lunch and Learn series begins soon! Join us at any of the following events:

September 21st at BBC

Creating Healthy Habits and Reducing Stress around Nutrition

FIU Alum, Dr. Patricia Brathwaite, RDN, LDN, FAND.

HL-319 at BBC

Only 30 seats available; sign up today!

September 23rd at MMC

Healthy Habits 101

Cathy Clark-Reyes RD, LD-Baptist Health

GC Ballroom West, MMC

Only 40 seats available; sign up today!

You may sign up through the [FIU Professional Development](#), beginning August 22nd. Each program you participate in will count for one credit hour of professional development. To view our upcoming events visit our [PAWS Events](#) page.

Podcast and Newsletter

Mark your calendars! The first ever PAWSCast will be available September 6th. The podcast release will coincide with our first full issue of our newsletter. Podcasts and newsletters will be released on the first Tuesday of every month. Topics will range from Burnout and Resilience through interviews with fellow colleagues presenting their wellness successes and tips. To sign up for our newsletter visit our [Sign up for our newsletter here](#).

FIU Triathlon Club

If you are interested in joining the FIU Triathlon Club, join us at the first meeting, taking place August 27th, 2016 near the BBC pool at 8am. For more information, please email [Diane Calloway](#), the Head Coach of the team or [Christina Reddick](#), the FIU Triathlon Race Director.



It is time to start dusting off your panther gear because Homecoming is almost here! Join us October 16th - 22nd for a week of celebrations and exciting events that unite our students, faculty, staff, retirees, alumni and community.



Spirit Decorating Competition

Submission Deadline: Friday, October 7th
Judging: October 11th – 14th

The university community is encouraged to “Unleash the Spirit” by decorating their work areas with Panther items and FIU Blue and Gold.

We will have three (3) categories that will be judged separately:

1. Gold Spirit - *Entries comprised of more than one department, such as an entire college or division (e.g. College of Education, Division of Human Resources)*
2. Blue Spirit – *Individual departments or offices (e.g. Payroll, GC Event Planning Office)*
3. Door – *This category will focus entirely on door decorations.*

To register your area and receive more information, please [click here](#).



FIU Faculty/Staff Homecoming King & Queen

Nomination Deadline: Friday, September 30th

Nominations are now open for the Third Annual FIU Faculty/Staff Homecoming King & Queen Competition! [Cast your nominations today](#) for your favorite faculty or staff member candidates. The deadline to submit nominations is Friday, September 30th.

Once nominations close, the top 10 finalists will be announced in HR News & Campus Updates with further instructions on how to cast your final vote. Campaigning and voting for the top 10 finalists will take place from Thursday, October 6th to Friday, October 14th.

The FIU Faculty/Staff Homecoming King & Queen will be announced at this year’s Panthers Got Talent Show – make sure to secure your seat for the royal crowning moment!

For faculty/staff activities and ways you can UNLEASH THE SPIRIT, please [click here](#). To view the full list of Homecoming activities throughout the university, please [click here](#).



2016 FIU FOOTBALL FACULTY, STAFF & RETIREES APPRECIATION DAY



Dear FIU faculty, staff and retirees,

It is time to come together and celebrate all that you do for our FIU! Please join us for the FIU Faculty, Staff and Retirees Appreciation Day, Thursday, September 1st at 7:30 p.m. in the Ocean Bank Field at FIU Stadium. Be sure to bring your blue and gold Panther spirit as we support our student-athletes during this season's Football Home Opener against the Indiana Hoosiers!

- FIU Faculty, Staff & Retirees can purchase up to four (4) tickets for only \$1 per ticket and will include one FREE FIU camo hat per ticket redeemed, limit one per person.
- The first 500 tickets purchased through FIU will receive special chair back seating, located at midfield (regularly \$24).
- Tickets may be purchased at the University Credit Union Box Office, located at the R. Kirk Landon Fieldhouse. The box office is open Monday through Friday from 9:00 a.m. to 5:00 p.m. A valid FIU employee ID must be presented at the time of purchase.
- Tickets may also be purchased online if you [CLICK HERE](#). Please click on the "SPECIALS & STUDENTS" tab, and then enter code "PANTHERS" in the designated box. All online tickets will be held at Will Call. A valid FIU OneCard must be presented at the time of ticket pick up.
- Fans attending the game will be treated to a halftime fireworks display immediately following the performance of your FIU Marching Band. FREE on-campus game day parking will also be available for all guests.
- The first 250 FIU employees to present your FIU OneCard at Don Pan International Bakery, located at 10700 W Flagler St, Miami, FL 33174, will receive two (2) Employee Day tickets FREE. Limit two (2) tickets per FIU OneCard.

For additional information, please contact the box office team at 305-FIU-GAME (348-4263). We look forward to seeing you on September 1st as we unleash the FIU team spirit! Go Panthers!

Campus Updates



Register before August 31st to save 15% with code FIUCYBER2016

In this 2-day advanced certificate program, participants will assess the most critical cyber threats facing the public and private sectors in the 21st century. Participants will study best practices about organizational structures, processes, and legal considerations, as well as learn strategies and the most effective approaches to implementation.

Who Should Attend

Corporate and government professionals:

- Who are active in enterprise risk management and policy-setting
- Who offer technical knowledge and advice on cybersecurity strategy and policies
- Who implement strategies to protect their organizations' networks and data
- Who are responsible for business continuity, risk management or data infrastructure
- Who are seeking strategy and leadership skills
- Who are seeking new skills in cybersecurity

For more information, visit business.fiu.edu/cybersecurity or contact epe@fiu.edu or 305.348.4217

To provide feedback on this newsletter, please contact us at hradmin@fiu.edu.