

July 28, 2016

HR News

- **Performance Excellence Process**
- **Performance Management Workshop**
- **Service Excellence Workshop**
- **Save the Date! Faculty, Staff and Retiree Appreciation Day**

HR News

Talent Acquisition & Management

FIU

Performance Excellence Process (PEP)

PEP Reminder:

At this time employees should be finalizing their PEP self-evaluations. The final document with 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 Performance Management workshops are designed to provide managers with the necessary skills to conduct meaningful performance reviews. 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

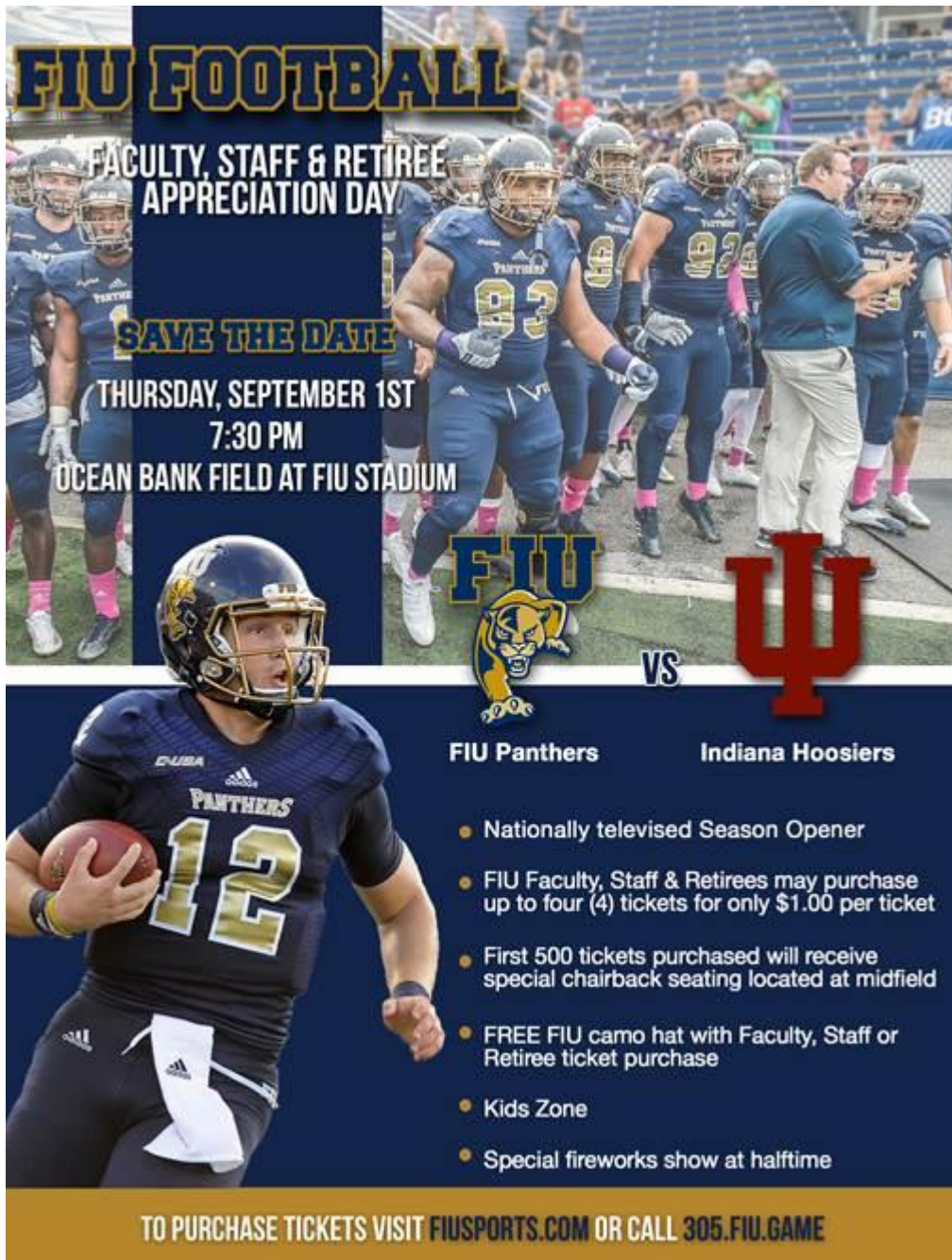
[Register Today!](#)



Service Excellence Workshops are open for August! Brush up on your in-person, telephone and written customer service skills for the Fall semester. The workshop 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

[Register Today!](#)



FIU FOOTBALL

FACULTY, STAFF & RETIREE APPRECIATION DAY

SAVE THE DATE

THURSDAY, SEPTEMBER 1ST
7:30 PM
OCEAN BANK FIELD AT FIU STADIUM

FIU **VS** **Ψ**

FIU Panthers **Indiana Hoosiers**

- Nationally televised Season Opener
- FIU Faculty, Staff & Retirees may purchase up to four (4) tickets for only \$1.00 per ticket
- First 500 tickets purchased will receive special chairback seating located at midfield
- FREE FIU camo hat with Faculty, Staff or Retiree ticket purchase
- Kids Zone
- Special fireworks show at halftime

TO PURCHASE TICKETS VISIT FIUSPORTS.COM OR CALL 305.FIU.GAME

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

