

The University of Virginia's College at Wise  
Planning and Institutional Effectiveness

<b>Unit/Department or Functional Area</b>	<b>Name and Title of Person Completing Form</b>
Human Resources	Connie C. Hope, Director of Human Resources

<p><b>Mission of Department or Functional Area</b></p> <p>The mission of the Human Resources at The University of Virginia's College at Wise is to promote a work environment in human values and relationships are respected, where cultural diversity is welcomed, and where each person's worth and dignity are valued and nurtured.</p> <p>We provide a wide range of organization, employee, and community services. Some of these services include recruitment and hiring assistance, employee benefits assistance, provision of employee recognition programs, job and organizational design assistance, administration of employee compensation programs, employee records tracking and maintenance, provision of employee training programs, career development assistance and provision of an effective employee relations program and affirmative action/equal opportunity programs.</p> <p>The values and beliefs of UVa-Wise Human Resources may be described as:</p> <ul style="list-style-type: none"> <li>• building effective partnerships and relationships with our customers;</li> <li>• finding innovative solutions to challenging issues and creating new programs and services that better serve our customers;</li> <li>• showing respect for all;</li> <li>• demonstrating integrity in all that we do;</li> <li>• And building trust in one another.</li> </ul>
--

2004-2005				2005-2006		
Expected Outcomes	How Outcomes Will Be Achieved	Method (s) of Assessment and/or Measurement	Results, Evaluation, Use	Expected Outcomes	How Outcomes Will Be Achieved	Method(s) of Assessment and/or Achievement
1. Reward & Recognition Program implemented.	Approval by Senior Staff Approval by UVA HR Internal Funding Training of supervisors	Number employees recognized.	R& R Program received approval from senior management and UHR. An internal account was set up to ensure equity. All employees including supervisors were introduced to the program. 64 Employee Recognition Cards have been received to date. Special logo shirts have been given to the recipients.	1. Staff Handbook Finalization	HR Director will review/revise formatted version of the handbook. Consult with staff council for editing and recommendations. Final product will be presented to Senior Management for approval.	Pass out handbooks during fall staff meeting.
2. Staff Handbook created.	Completion of Handbook	Publication of the document.	A draft handbook has been created and is now in the process of being formatted.	2. Staff Training & Development Program	HR Director will work with Employee	Introduce revised program to staff and

## The University of Virginia's College at Wise Planning and Institutional Effectiveness

		Approval of Staff Council and Senior Staff			policies revised.	Relations committee on revising the policies. Seek senior management approval and UHR approval.	supervisors.
3. Faculty Recruitment Check-Off System implemented.	Completion of documentation list for all recruitment candidates. Training of all search committee members	Faculty hires with all pertinent documentation.	A system is in place to ensure all pertinent documentation is received prior to all job offers. HR Director meets with search committees at the beginning of searches to ensure legal, ethical, and effective searches.		3. Restructuring policies and procedures implemented.	Coordinate with UHR and DHRM to keep current with potential changes to policies and procedures. Train employees and assist with decision making.	Increased communication with all faculty and staff. Benefits continued and understood.
4. Twin Leaf Society webpage created.	Working with the members of Twin Leaf for design development	Listing on the College Web Page	The webpage has been created and is live on the College webpage. Additionally, a generic page for all retirees covering benefits, retirement, training, etc. has been implemented.		4.		
5. Staff Training & Development Program policies revised.	Coordination with UVA Coordination with Committee of Staff Council	Policies revised to more closely match those of the University and implemented through communication and training for staff and supervisors.	The Employee Relations committee of the Staff Council has taken the revision of the staff training & development internal policies as a project.		5.		