

# Human Resources

## August 2010 Newsletter



*Employee Satisfaction Survey*  
*We need to hear from you in September!*

### **Health & Wellness Fair**

**In October, Providers will be on hand to answer your questions.**

**Free Screenings and mammograms**



### **Benefit Summary**

*In January, there will be a complete summary of your insurance coverage and beneficiary designation for Term Life Insurance and ERB contributions.*

### **Medco New Rx Drug Provider**

**Still no cards? Please call 1-800-743-1720**

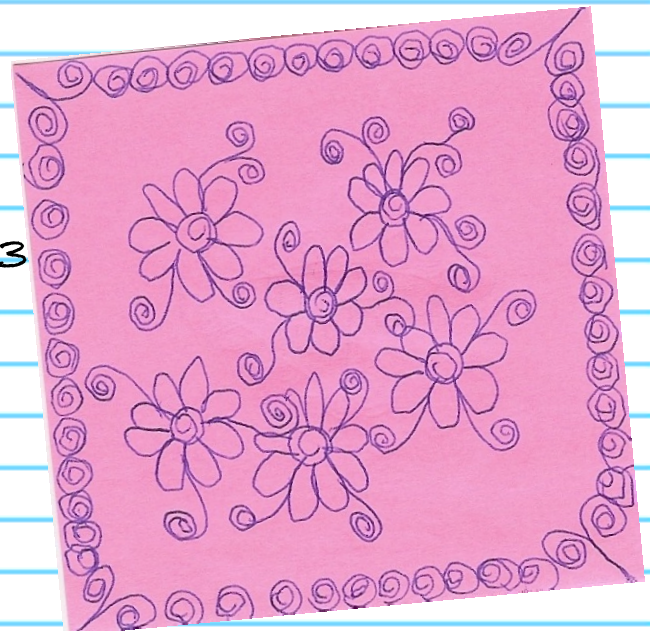


### **UPCOMING EVENTS**

Convocation - August 17th

First Day of Classes - August 23

Labor Day Campus Closed -  
September 6



# New Employees

## Support Staff

Howard Darway ~ Support Services

Allison Calistro-Yazzie ~ Financial Aid

Marci Clark ~ Financial Aid

Sue Ann Vasser ~ SJC West

Laura Torres ~ Physical Plant

Stewart Foster ~ Physical Plant

Charletta Samson ~ Health Information Technology

## Professional Staff

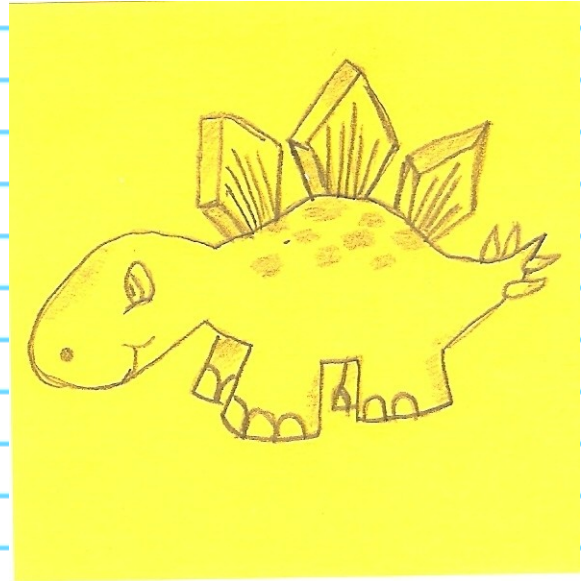
Diane Stahl ~ Trades and Technology

Amanda Robles ~ Financial Aid

Joseph "JD" Tanner ~ HHPC

## Faculty

Mary Mould ~ Vet Tech Program



# Recruiting News

Exciting News in Recruiting as we move forward with the trainings being afforded to Hiring Managers! Our Managers are taking the step up this year, and are taking a more interactive role in the process by conducting their own interviews. Working hand in hand with an Employment Specialist, we go through the entire process together in preparation for those upcoming interviews.

This is great news, as our managers receive the materials and trainings to help them successfully lead their Interview Committees through the process to select the best, most qualified candidate for their positions. With the training provided and ongoing support from Recruiting, the managers feel empowered to take the reins, and to become more actively involved in the process from start to finish.

As always - The Recruiting Unit will screen the candidates, set up interview schedules, secure the interview rooms, classrooms, testing facilities and any other letters and follow-up to the candidates, conduct the Exit Interviews and conduct the Wrap-Up Sessions. Our goal is to afford the Hiring manager more control and Involvement over their interviews so that they are able to bring the best on board for their department.

We're off to a great start! Congratulations and GOOD JOB to the following Hiring Managers and their Committees who have already received the training and have successfully "brought home" their first solo interviews.  
Nisa Bruce - Nursing Program

Jerry McKeen - Financial Aid

Lyn Garrison - CFDC/TTAP

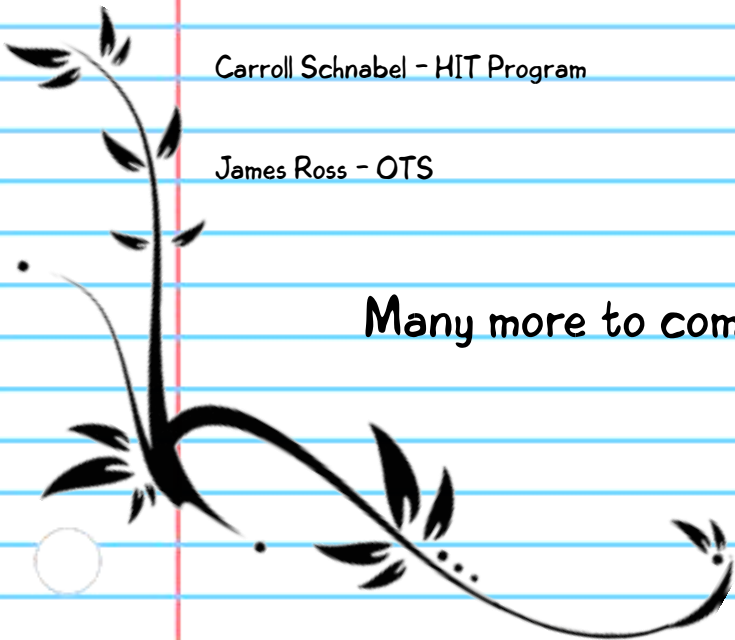
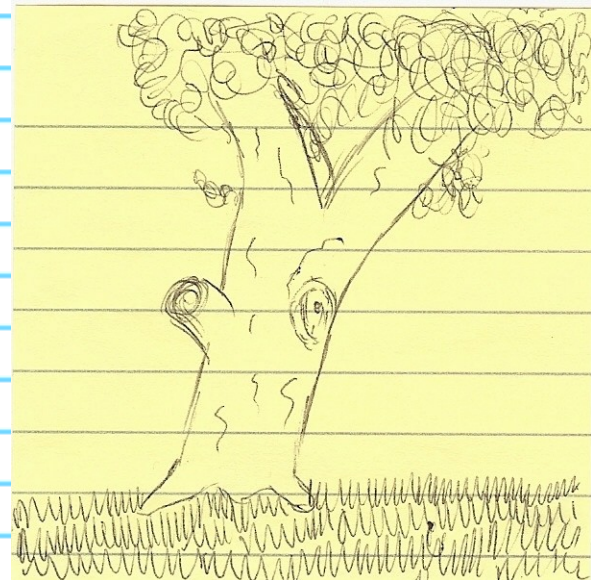
Billy Newton - Safety and Security

Carroll Schnabel - HIT Program

Oliver Borden - Health Sciences

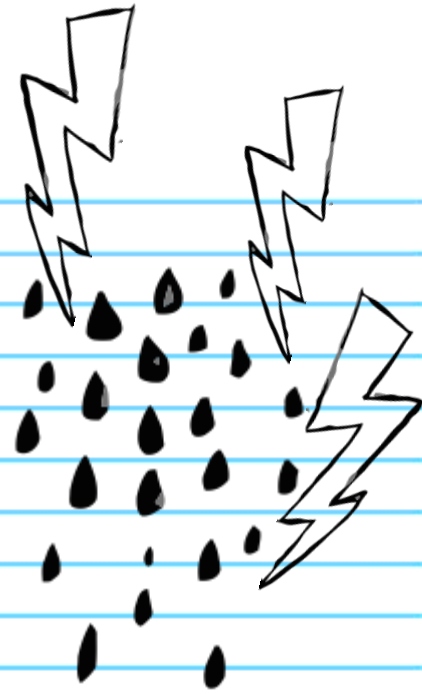
James Ross - OTS

Many more to come!



**Don't forget!**

Annual Tuition Waivers for the HHPC are due this month. If you would like to join for one year this month is the time to register.



Get S.M.A.R.T Award

Supporting, Meaningful, Attributes, Resources and Teamwork. Anyone can Nominate any other employee. Nominees receive a certificate and some Smartie candies.

To nominate someone please click the Link below.

[Get S.M.A.R.T. Nomination](#)



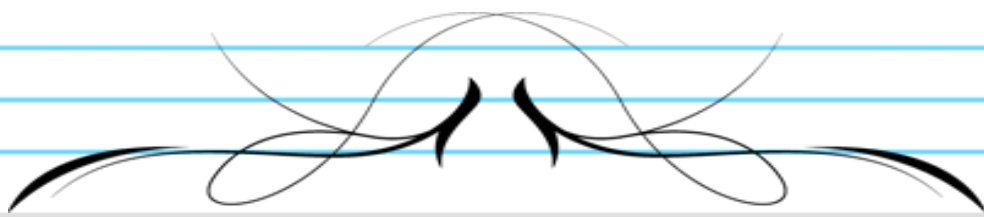
*Desk Audits  
are coming up!*

The desk audit process will start in October. This is the time to determine if there are support staff positions that may need to be re-evaluated. Start collecting your thoughts and data on this subject.



## Back to School tips for Parents

- Be interested and enthusiastic about the start of the school year.. If you are confident and excited, your child will be too.
- Praise and encourage your child to become involved with school and try new things.
- Spend time each day talking to your child about what happened in school. Give your child positive feedback about his or her new experiences.
- Attend school functions and stay involved in your child's education. Children whose parents are more involved with their education, have higher achievement, are better adjusted and are less likely to drop out of school.
- If you have visited your child's school already, you are one step ahead of the game.. If not, take a walk around the school with your child and locate his or her classrooms, lunchroom, playground and restrooms. This will help keep your child from feeling lost on the first day of school.





# Newsletter Fun

In this newsletter you will find doodles

drawn by Human Resources Staff

Guess who drew which doodle

Stacey Allen

Valerie Wheeler

Kerrie Ketterman

Sherrie Biringer

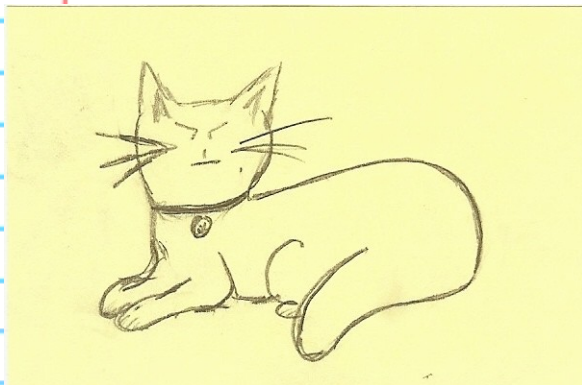
Savana Bradley

Jeannie Malandro

Brian Steen

Dani Gillen

Kimberly Allen



## STUDENTS

### Children's School Supply Lists

Please click on the links below for your

child's school supply list.

[Farmington Municipal Schools](#)

[Kirtland Area Schools](#)

[Aztec Area Schools](#)

[Bloomfield Area Schools](#)



$$1+1=2$$

# A+

