



Human Resources

March 2011

Newsletter



Upcoming Events

- * Faculty Evaluations are due to HR
March 18th @ 5 PM
- * Support Staff Evaluations are due to HR
May 13th @ 5 PM
- * Support Staff In-service
March 18th @ 7:45am - 5pm
- * Spring Break College Closed
March 25th



HIRING MANAGER TRAINING

The Hiring Manager's Guide to Filling a Vacancy

What every manager needs to know to fill a vacancy. . .

- * When someone resigns . . . who to contact
- * Processing the correct paperwork to get things started
- * Updating the position description
- * Understanding advertising effectiveness and impact
- * Selecting your interview committee and more!

Sign up now for the two hour seminar:

**Tuesday, March 29th or Thursday, March 31st
1:00pm until 3:00pm – ROOM 1614**

**Please contact Kim Allen at 566-3215
to sign up for this valuable training**

THANK YOU!

THANKS TO ALL EMPLOYEES
WHO SHOPPED THE BEAC
BOUTIQUE. GREAT WAY TO
REDUCE, REUSE, RECYCLE!!

DEFENSIVE DRIVING TRAINING

Attention all employees!! If you are planning to drive for **any** SJC event, you will need to take the **Defensive Driving Course**. Please plan ahead and **allow at least 2 weeks prior to your travel.** This allows time to complete the course, certificates to be run and driving records to be checked. Go to this link <http://www.sanjuancollege.edu/pages/5072.asp> then click on Defensive Driving Course. The instruction sheet will have the access code you need to take the course.

Renewal is required every 4 years.

HAZCOM TRAINING

OSHA Compliance requires workers "Right-to-Know" training be provided to ALL employees who may be exposed to hazardous chemicals during normal day to day activities or due to an emergency situation

For all new employees who have not taken the course please contact
Monica Beevers at ext. 3190



REDUCE

WAYS TO SAVE THE PLANET

Plant a tree

Recycle newspapers

Start a garden

Make two-sided copies whenever possible

BUS, CARPOOL, WALK OR BIKE TO WORK

Do errands on the way home from work

REUSE

Combine several small trips into one

Carpool the kids to their school events

Reuse your paper and plastic bags

Buy recycled paper

RE



RECYCLE ALUMINUM AND GLASS