



The Staff Scoop

Next Meeting: December 2nd at 10:00am (Community Room)

DECEMBER 2011

Editor: Judy Ford

EMPLOYEE OF THE QUARTER



Mary Jo Foster from the School of Natural Science and Mathematics was recently honored as IU East Employee of the Quarter. Mary Jo was nominated for “willingly and gracefully” going above and beyond during her school’s leadership transition and “keeping the school on track and organized,” particularly in the areas of class scheduling and working with adjunct faculty. Congratulations Mary Jo!

HOLIDAY LUNCH/GIFT EXCHANGE



Our Annual Staff Council Holiday Lunch and Gift Exchange (aka Swap – Steal) will be Monday, December 19th from 11:30am-1:00pm. The meal will be catered by The Den with menu and cost to be announced later. Come join us for lunch and bring a \$10 gift to participate in our ever popular gift exchange/swap/steal. It’s loads of fun you won’t want to miss!

WELCOME NEW STAFF

Courtney Hughes began her duties as the new Student Academic Specialist in the library on November 7th.

On November 8th, Allison (Ali) Diercks began serving as the new Financial Aid Advisor.



Make sure to welcome Courtney and Ali to the IU East family!

BE PREPARED WHEN STRESS ASSAILS YOU

Try this tip for overcoming stress when it threatens to overwhelm you: Make a list of things you like to do, that you look forward to, and that help you relax. When you’re feeling stressed, take a look at your list and pick one that you can do right away, even if only for a few minutes. You’ll feel better, and just knowing you’ve got options should help you maintain your cool.



COOKIE EXCHANGE



Need something to keep Santa happy? Join us at our annual Staff Council Holiday Cookie Exchange on December 2nd at 10:00am in the Community Room. There you will find a variety of delicious holiday treats that are guaranteed to keep you on Santa’s “nice” list!

Just bring your favorite homemade holiday treats to share and indulge yourself in the assortment offered by others. Bring the recipe to share...there are others who may need your assistance in sweetening up the big guy!

DECEMBER BIRTHDAYS

- 3 William Bird
- 8 Jessica Rice
- 11 Michelle Dodson
- 16 Amanda Hoadley
- 21 Amanda Vance
- 22 Karla Stevenson
- 23 Robyn Coblentz
- 29 David Harvey
- 31 Judy Ford
- Michael Sickmann

Take Charge of Your Next Performance Review

Do you dread your upcoming performance review like a patient being wheeled into surgery? It doesn't have to be a traumatic experience. Try taking an active, positive role in the process:



Before

- **Learn what to expect.** If you're new to an organization, ask how employee performance is evaluated and what formal reviews consist of. Look at any paperwork you or your supervisor will have to fill out.
- **Document your achievements and efforts.** Don't rely on your supervisor to remember accomplishments from eight or nine months ago—or on your own memory, for that matter. Keep a workplace diary to record results, training, problems and anything else that might affect your next review.
- **Communicate throughout the year.** Ideally, your supervisor will meet with you on a regular basis to discuss goals and performance. Even if that doesn't happen, keep him or her informed about what you're doing, and ask questions designed to show your commitment to high-quality work.

During

- **Contribute to the discussion.** Don't sit back and passively listen to your supervisor. Talk about your year, ask questions, and renew your commitment to learning new skills and improving your performance.
- **Brag (a little).** Whether you're filling out forms or talking face to face, don't be shy about telling the boss what you've accomplished. Be prepared with specific facts and details. Focus on results, not efforts: Trying to close a deal isn't as impressive as actually making the sale.
- **Don't get defensive.** If the supervisor criticizes your performance, stay calm. You're entitled to ask for clarification, and you should try to eliminate confusion about your achievements, but don't turn the review session into an argument you'll never win.

After

- **Take something of value away.** No matter what happens during the review itself, spend some time after it's over thinking about what you've learned. Under the right circumstances, you'll have a better idea of what your supervisor wants and how to succeed during the next review period. Even if the discussion goes poorly, you should pick up some pointers on what to avoid next time.

