

May 6, 2024



# Announcements

## Reminder: Staff Performance Evaluations & Transition to *TalentED*

NKU is on the move to instill a more engaging and collaborative environment, particularly with the staff performance evaluation process. Beyond being a required process for staff members and their supervisors, the process is a partnership between the employee and their supervisor involving continuous feedback, coaching opportunities, recognition, and professional development for the work of today and tomorrow.

This year, NKU will sunset its manual process and transition to a more systematic process via *TalentED*, which is NKU's learning and performance management platform.

As in years past, employees will complete the 2023 – 2024 evaluation in the Word or PDF format and submit to HR via Qualtrics and initiate the 2024 – 2025 evaluation by transitioning information from the form into *TalentED*. Refer to the [Staff Performance Evaluation Process](#) website to view the process, steps to complete the process, feedback training for supervisors, and much more.

- **Evaluations Due: May 17**
- **Learning / Help Session Options Available:**
  - **Anytime: [TalentED procedure document](#)** (employee and supervisor) - Click [HERE](#)
  - **Tuesday, May 7: [Recording](#)** | Date: | Return on Tuesday to click [HERE](#)
  - **Wednesday, May 8: [Open consultation](#)** – first come, first served
    - **Time:** 9:00 AM - 11:30 AM
    - **Location:** Landrum (LA) Rm 103
  - **Thursday, May 9: [Open consultation](#)** – first come, first served
    - **Time:** 10:00 AM - 11:30 AM
    - **Location:** Lucas Administrative Center (AC) Rm 722
- **Competency List:** Click [HERE](#) (Note: [Tools and Resources](#) on the website has a short list of potential general competency grouping.

Also, supervisors of staff should be sure that their new employee or employees who have transitioned into a new position (promotion, lateral, etc.) have the [90-day performance evaluation](#) on their **Timeline** within *TalentED*, if not already completed. If completed, then they should have the 2024-25 evaluation on their Timeline within [TalentED](#).

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## Reminder: Compliance Training Is Everyone's Responsibility!

Compliance remains the responsibility of everyone throughout the campus community. That is why it is so important for all employees to complete compliance training and ensure awareness of important federal, state, and institutional rules and regulations.

Although the deadline for the required training has past, it is still important and available for all employees (faculty and staff) who have yet to complete the training to do so as soon as possible by clicking [HERE](#) to access the NKU course within *Vector Solutions*. Periodic checks.

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## Supervisor/Leader Tools & Resources

Whether you are new to a supervisor/leader role and experienced, the Manager/Leader Community website has tools and resources to guide you building or enhancing your supervisory/leadership role and assist with your career journey. This includes options from resources to help manage the team to a *Manager's Café* to engage other supervisors/leaders and share experiences. Click [HERE](#) to view website.

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## On-Demand Learning – Coursera, Percipio, & Vector Solutions

NKU developed several external partnerships as recognition around the importance of providing a number of learning options that allows employees to select what and how they want to learn and grow. These learning options are a full range of offering for the benefit of an employee's professional and personal gratification and in different formats.

- **Coursera:** NKU's partnership ends at the end of June; Limited time left – Click [HERE](#)
- **Percipio:** Offerings from customer service, leadership, IT, etc. – Click [HERE](#)
- **Vector Solutions:** Specifically for supervisors/managers, there are additional training for your role – Click [HERE](#)

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## TalentED for Personal & Professional Development

Click [HERE](#) to access the *TalentED* Library:

- Center for Excellence in Teaching and Innovation (CETI)
- Personal and Professional Development
- Well(ness): Health & Well-being

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Questions? Contact [Dr. Marquita Barron](#), Director of Training and Development.

<https://inside.nku.edu/hr/traininganddevelopment.html>

Check our website to *learn, develop, and thrive!*

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