Critical Employment Decision Points

- Initial Hiring/Promotion
- Probation/Trial Period
- Evaluations
- This is not meant to diminish the importance of daily performance management!

_Inaction, or misdirected effort at any one of these steps increases your exposure to lost time, lost productivity, unwanted turnover and financial loss._
Initial Hiring/Promotion

- Don’t use promotions to financially reward someone doing their present job well
- Be aware of the trap of hiring “the best of the worst”
- Trust your instincts
- Support your hiring managers and help them avoid these same errors
- Over $2 million dollar decision
Probation and Trial Period

• Know what probation/trial period length applies – Staffing Services will assist with timelines
  • Probation
    • APA, APSA, Nurses, FOP – One year
    • CTU - 1040 hours worked (full time, prorated for others)
    • 1585, 324, 999 – 1040 hours worked (some proration)
  • Trial
    • APA – Six months
    • APSA, Nurses – Six months
    • FOP – One year
    • CTU – 256 hours worked
Probation and Trial Period

The majority of “urgent” cases seen by Office of Employee Relations fall into this area and ARE AVOIDABLE!

- APA and APSA require interim evaluations
- CTU requires evaluation at conclusion of probation
- Best practices would dictate that all employees receive ongoing and specific feedback
- Half way point is great place for supervisor to evaluate

EXTENSIONS AND TERMINATIONS REQUIRE Office of Employee Relations AGREEMENT!

(Extensions may also require Union concurrence)
Performance Development Programs

• Should be completed annually
  • Use approved form

• Common “problems” with PDPs
  • Not completed at all
  • Performance issues “bump into” PDP process
  • Supervisor marks “meets expectations” where not the case
  • (Occasionally) Remarks about FML protected absences
  • Surprises!
Prevention and Early Intervention

- When Office of Employee Relations and the Supervisor partner early on:
  - Reduction in “urgency” of cases
  - Improved understanding of timing of interventions and level of response
  - Reduces number of administrators involved (time saved)
  - Pre-emptive efforts = stronger cases = stronger University position

Office of Employee Relations will conduct case management with you...and will train your supervisor through HRD resources or in staff meetings!
Contact Info

- Kathie Elliott, 517-887-0103
  - Elliott.k@hr.msu.edu
- Jim Nash, 517-887-0108
  - nashj@hr.msu.edu
- Renee Burck, 517-887-0149
  - burckren@hr.msu.edu
- Amy Holda, 517-887-0116
  - Amy.holda@hr.msu.edu

www.hr.msu.edu