

## Staff Matters – March 2009

### CNY Works – call for departments

Are you interested in helping to mentor and develop a young person from our community while getting some extra help for your department this summer? Syracuse University is continuing our four year partnership with the CNY Works Youth Summer Employment Program to bring local high school students, ages 16-21, to campus departments to work up to 30 hours per week this summer. The students are paid through CNY Works so departments are not responsible for compensation.

The program provides opportunities for students to grow through the hands-on work experience gained through assignments in our departments and through the coaching, mentoring and support provided by our department mentors.

The ideal opportunity provides the student with a chance to make a meaningful contribution to your department through the work assignment you provide and a chance to work closely with a mentor who can help the student learn and understand the work culture of your office. While the students participating in this program earn money over the course of the summer, the skills and work ethic they are able to build pay dividends far into their future. Helping a student acclimate to a professional work setting and gain exposure to our campus and a higher education environment is the most valuable component of a successful summer.



Representatives from the Office of Human Resources pre-screen and help match students with the opportunities provided by prospective departments. We enjoyed the contributions of up to 40 students last summer and hope to increase the number of students working on campus this year.

If you are interested in hosting a student this summer, contact Sharon Cole in the Office of Human Resources at 443-4823 or at [sdcole@syr.edu](mailto:sdcole@syr.edu) by **April 1, 2009**. Departments need to submit: a job description, a list of the minimal skills a student needs to be successful with the assigned job duties, and the number of students they would like to host. The tentative dates for the program are July 6 – August 21, 2009. A limited number of students is available to SU; assignments will be made on a first-come, first-served basis.

To qualify, students must apply for the Youth Summer Employment program through CNY Works. For more information about the application process please visit [www.cnyworks.com](http://www.cnyworks.com).

### Bring Your Child to Work Day – April 16, 2009

The HR WorkLife Team presents the annual Bring Your Child to Work Day, Thursday, April 16, 2009, for children ages 9 to 15. Employees interested in registering their children for the program were asked to

fax the registration form to HR by Friday, March 13, 2009. The first 150 names drawn from the submitted forms will be enrolled in the program and will be notified this week. **Faculty and staff interested in volunteering to help monitor the morning's activities should contact Katherine Bloomer-Calabria in the Office of Human Resources at x2488.**

### Heart Walk Tees

Almost everyone knows someone affected by heart disease or stroke. Because this disease has become a personal battle for many faculty, staff and their family members, Syracuse University is again partnering with the American Heart Association in support of its annual Heart Walk.



Everyone can purchase an official SU Heart Walk t-shirt to show your support whether you are walking or not. Shirts are \$12.95 each (add \$2 for XXL and XXXL). E-mail [hrservic@syr.edu](mailto:hrservic@syr.edu) with your name, SU I.D. and shirt size. Shirts will be available for pick up at the Skytop Office Building the week of April 13.



Further details about Heart Walk events and fundraising opportunities, such as jewelry sales, are available at <http://humanresources.syr.edu>.

### Call for artists to participate in "On My Own Time"

"On My Own Time" is an opportunity for SU employees to share their artistic talents and creativity in a variety of media categories with the campus and community-at-large. The juried in-house show will open on Monday, April 27 and run through Thursday, May 14 in the Noble Room of Hendricks Chapel. Registration forms are available online at <http://humanresources.syr.edu/highlights/omot.html> and the submission deadline is April 3. All artwork must be ready for display by April 24.

On My Own Time (OMOT) was developed as a community arts program that brings visibility to the creative skills of people employed in local businesses. We are excited to be participating in the 36<sup>th</sup> year of OMOT, a creation of the Cultural Resources Council and Onondaga County, in cooperation with the Everson Museum of Art.

Anyone interested in exhibiting artwork and/or volunteering to help implement the event should contact either Katherine Bloomer-Calabria in the Office of Human Resources at 443-2488 or Linda Pitonzo in the Office of the Chancellor at 443-5235.

### PP Staff Training Viewlet

HR has created a performance partnership training tool for staff, now available online at <http://humanresources.syr.edu/perfpart/viewletinstructions.html>. The 20-minute tutorial walks through the performance partnership process, forms and suggested meeting and review schedule.

HR stands ready to assist with planning, facilitating, and documenting this year's performance partnership process. Keep in mind that **all performance reviews should be completed with original documentation submitted to Mickey Lord, director of WorkLife and Organizational Development, Human Resources, by June 5, 2009.** We encourage you to start early to meet this deadline. Managers who anticipate difficulty in meeting this deadline should contact Mickey.

Questions? Contact: Mickey Lord, Director of Organizational Development and WorkLife at x9287 or [dmlord@syr.edu](mailto:dmlord@syr.edu).