Word from the Vice President: Cultivating Success

Penn is built on the successes of our faculty and staff. We know you do extraordinary work every day, which is why we endeavor to support you in as many ways as possible.

We’re pleased to announce this year’s Models of Excellence program winners, including our newest category: Pillars of Excellence. I hope you’ll be inspired by the exceptional contributions they’ve all made to our University.

To help each of you perform to your best ability, Human Resources offers a wide variety of personal and professional development programs. We can help you hone your supervisory skills, learn better time management, focus on your career path, make the most of the performance appraisal process, and much more.

We also provide a wealth of resources to help you maintain and improve your health. This year’s Be in the Know wellness program incent you to learn more about your health status, and provides a variety of tools to help you be and stay well. You can also take advantage of healthy living workshops, such as this month’s program on heart-healthy fats.

I encourage you to take advantage of all that Penn has to offer.

Sincerely,
Jack Heuer, Ed.D.
Vice President for Human Resources

MY HEALTH AND WELLBEING

Take the Next Step to Be in the Know About Your Health!

It’s time to be “in the know” about your health! Take the next—and final—step in this year’s Be in the Know wellness program so you can earn your reward.

There are two steps in this year’s Be in the Know program:
1) submit biometric screening results and 2) complete an online health assessment. Complete both steps by the program deadlines, and you’ll receive a cash incentive ($100 less applicable payroll taxes) in your last paycheck in April 2014.

Nearly 5,200 faculty and staff already completed step one last fall by attending on-campus biometric screening sessions or submitting results on their own. If you didn’t participate, it’s not too late—we’re giving you another chance. You can still submit your screening results to AreUFit by February 21, 2014 to finish step one. Please note: If you completed this step last fall, you do not need to resubmit your results.

Now it’s time to take the next step and complete an online health assessment by March 7, 2014. Visit Penn’s new wellness portal, managed by StayWell Health Management, to take a quick, easy, and confidential health assessment. The 10-minute questionnaire focuses on your overall health and health habits. It gives you an instant, personalized report on your health, insights into potential risks, and ways to make positive changes.

Remember, you need to submit your biometric screening results by February 21, 2014 and complete the health assessment by March 7, 2014 to earn your $100 award (less applicable payroll taxes) in your last pay in April.

Don’t forget to explore the useful health tools and information available through the wellness portal, including tracking tools, calculators, videos, and news articles.

Rest assured that your test results, health assessment, and everything on the StayWell portal is maintained confidentially. Penn will never see your individual information.

Active, full- or part-time benefits-eligible faculty and staff can participate. For complete details, visit the Be in the Know webpage at www.hr.upenn.edu/myhr/worklife/healthy/beknow. If you have questions or would like more information, contact StayWell Health Management at 1-855-428-6324.

Professional and Personal Development

Improve your skills and get ahead in your career by taking advantage of the many development opportunities provided by Human Resources. You can register for programs by visiting knowledge@link.upenn.edu or contacting Learning and Education at 215-898-3400.

Brown Bag Matinee: Giving and Receiving Feedback
February 19, 12pm-1pm, free
This course will help you implement a five-step process for giving effective feedback: choose language that conveys the results you want; support your message with appropriate body language; implement the three keys to receiving feedback; avoid defensive reactions when receiving feedback; and evaluate feedback and determine its importance and validity.

Career Focus Brown Bag: How to Get Along, Get Noticed, and Get Ahead
February 25; 11am-12pm, free
You’ll gain a better understanding of what it takes to succeed in today’s workplace, why it’s important to be proactive and positive, the need to be accountable and flexible, the benefits of being cooperative and respectful, and how to communicate clearly and concisely.

Career Focus Brown Bag: Communicating Your Value by Factoring Your Skills, Interests and Abilities
February 26; 1pm-2pm, free
Winners in the workplace understand their value and can communicate it to others in a powerful way. Come to this session armed with some ideas about the accomplishments you’ve had in your life and we’ll help you factor out your strengths, the value that you bring, and ways to communicate it!

Expanding Your Assertiveness in Communications
February 27; 9am-12pm and 1:30pm-4:30pm, $75
The work environment often brings challenges related to communications and conflict. Join this seminar to examine different communications models, and learn how to think—and act—assertively. Consider the impacts of conflict and stress, and utilize tactics to communicate with constructive language.

Conducting Performance Appraisals for Supervisors
March 5; 11am-12pm, free
If you supervise or manage other employees, this program will show you how to prepare for and conduct performance appraisals.

Penn@Work brings you all the latest news from the Division of Human Resources. Look for this publication to appear in the Penn Current bi-monthly, with special editions throughout the year. View recent and archived issues online, and sign up to receive the email version of Penn@Work when you visit www.hr.upenn.edu/myhr/resources/newsletters/penn@work.

Read more news from the Division of Human Resources here:
myHR: www.hr.upenn.edu/myhr/resources/newsletters/myhr
PennWellness: www.hr.upenn.edu/myhr/worklife/healthy/know
Almanac: www.upenn.edu/almanac/
EVP Newsletter: www.evp.upenn.edu/news/docs/newsletter.html

February 2014
Models of Excellence 2014
Since 1999, the Models of Excellence Program has honored staff member accomplishments that reflect initiative, leadership, collaboration, and a deep commitment to service. In 2007, Penn introduced the Model Supervisor Award for distinguished leadership. This year, the new Pillars of Excellence Award gives special recognition to non-supervisory staff members. Penn staff would not function without their daily commitment and exceptional acts of service, and the University is proud to recognize their efforts with this new honor.

Across the award categories, this year’s honorees represent excellence. Nominated by coworkers and chosen by a rotating selection committee of campus leaders, the winning individuals and teams have made major contributions to Penn’s standing as a world class institution.

Models of Excellence, Pillars of Excellence, and Model Supervisor Award winners will receive $500.00 and a crystal award. Noteworthy staff who have earned Honorable Mentions will receive $250.00 and a crystal award.

Join the 2014 honorees at the award ceremony and reception on April 3 at 4:00pm in Irvine Auditorium. All members of the Penn community are invited to the celebration. If you’d like to attend the festivities, contact Human Resources at qowl@hr.upenn.edu or 215-898-1012.

Learn more about the winners of this year’s Models of Excellence and Pillars of Excellence Awards below. We’ll announce the Model Supervisor Award finalists in March, and the winner will be revealed live at the award ceremony in April. Visit www.hr.upenn.edu/myhr/appreciation/models for more information about the Models of Excellence program. Congratulations to this year’s winners and nominees!

Models of Excellence Award Winners
The Travel and Expense Management Initiative Team will receive an award for successfully implementing a new and improved travel and expense system by improving processes, collaborating with stakeholders, and communicating with their customers.

• Business Services: Sandra Ardis, Michele Dolce, Hilary Easley, De Hyun Kim, Barbara Lea-Kruger, Jennifer Miller, Mark Mill
• Finance: Roxanne Baraitis, James Horstmann, David Ishneau, Kristy Owen, Michael Popko, Thomas Slavinski, Paul Weidner
• Information Systems & Computing: Kalyani Balasubramanian, Jeanine Kleha, Teresa Loo
• Office of the Executive Vice President: Janet Platan

Penn’s Move-in Team has earned an award for creating new and innovative ways using online check-in, social media, and campus resources to make the Move-in experience more efficient and welcoming for students and their families.

• Business Services: Nathan Cockrum, Dennis Daily, Paul Forchielli, Elizabeth Hartzell, Derek Hansberger, Thomas MacDonald, Michelle Majeksi, Holly Marzone, Sarah McFarlane, Wilma Smith, Kevin Thurwanger, Lenny Zeiger
• Division of Public Safety: Cherie Heller, Gary Williams
• Information Systems & Computing: Renee Jordan
• University Life: Maria Fumai-Dietrich

Pillars of Excellence Award Winners
Laura Farrington will receive an award for successfully launching the PennReady Blue Book Program and applying extraordinary talent, expertise, cooperation, coordination and drive.

Ruth Kelley has earned an award for her inexhaustible energy, cheerfulness, and enthusiastic administrative support to the staff in SAS Finance and Administration.

Pillars of Excellence Award Honorable Mentions
Robert Ditto, Jr. receives an honorable mention for his leadership and expertise during the selection and implementation of Instructor’s Canvas, a new online course management system for teaching and learning for all of Penn’s schools.

The National Resource Centers Outreach Team receives an honorable mention for their creativity and collaborative approach to delivering outstanding programming and increasing services to their constituents during financial cutoffs.

• School of Arts & Sciences: Melissa Di Francesco, Labaron Palmer, Raill Roy, Ana sanita Shown

The Programs & Special Events Making History Campaign Team receives an honorable mention for the conception, design and implementation of Penn’s Making History end-of-campaign celebration.

• Development & Alumni Relations: Mirka Cortes, Josh Durando, Susan Eagar, Lauren Graham, Andy Holman, Omna Rosenhalt, Cindy Rossi, Scott Sharpe, Maureen Strideck, Emily Volinakis

Ernest Wright has earned an honorable mention for his initiative and creativity in developing a series of web videos to help end-users navigate the University’s budget application, Hyperion Planning.

Pillars of Excellence Honorable Mentions
Laurianna Fortuna receives an honorable mention for creating an outstanding work environment for Human Resources staff through an extraordinary personal commitment to her custodial duties.

The Service Excellence Transition Team is given an honorable mention for extraordinary initiative in creating an outstanding shared system to effectively respond to student residential needs.

• Business Services: Elizabeth Athorphy, Jeremy Estrada, Rebecca Golpe, Michelle Majeksi, Sarah McFarlane, Jane Pahls, Maureen Stanton
• Development and Alumni Relations: Stephen McElwee

Deborah Small-Cord receives an honorable mention for her leadership, professionalism, and exemplary customer service as a Senior Bartista at Penn’s Starbucks restaurant.

MY FUTURE

Professional and Personal Development (continued)

AMA’s The Voice of Leadership March 6-7; 9am-5pm; $75
This fast-paced, results-oriented seminar will help you strengthen your leadership communication skills. You’ll discover practical ways to shape your leadership messages, develop an authentic leadership voice, and engage in powerful conversations that achieve results.

Participating in Performance Appraisals for Staff March 11; 1pm-2pm; free
Join this workshop to understand the performance appraisal process and learn how you can prepare for a productive review session.

Professional and Respectful Workplace
March 12; 12pm-1pm; free
This workshop will discuss respect and respectful behavior in the workplace, and provides tools to prevent harassment and other forms of prohibited discrimination before it occurs. This session is devoted to discussing theory and practice, as well as applicable university policy and procedures, behaviors that may suggest workplace issues, and resources that can help solve problems.

MY HEALTH AND WELLBEING

Healthy Living Workshops
Get the tools you need to live well year-round. From expert nutrition and weight loss advice to disease prevention strategies, we can help you kick-start your body and mind to embrace a healthy lifestyle. These free workshops are sponsored by Human Resources. For complete details and to register, visit www.hr.upenn.edu/myhr/registration and choose Health and Wellness Programs from the Browse by Category section. Or contact Human Resources at 215-898-5116 or qowl@hr.upenn.edu.

Heart Healthy Food
February 26; 12pm-1pm; free
Did you know that the type of fat you eat is more important to heart health than the amount of fat? Join us to discuss the “good,” the “not-so-good” and the “bad” fats. You’ll learn how to identify types of fats and improve your overall heart health. This program includes an olive oil and nut butter tasting!

Visit www.hr.upenn.edu/myhr/resources/newsletters/penn@work