Interviewing is a critical part of the hiring process. It is important that hiring managers ask job-related questions to determine the applicant’s potential and fit for the position, while maintaining compliance with federal and state laws.

**What should you ask?**

- Do ask effective questions that will evoke responses that help shape your decision and follow-up on responses.
- Do ask each candidate the same questions to ensure fairness and eliminate biases.
- Do use behavioral interview questions to predict future success.

**What should you NOT ask?**

- Do NOT ask vague questions that may lead to biases and are irrelevant to the essential job duties.
- Do NOT ask discriminatory questions that may in any way be related to race, religion, color, gender, sexual orientation, national origin, disability, age or veteran status.
- Avoid closed-ended questions that limit the candidate’s responses to one-word answers.

Click the titles below for additional information to assist you during the interviewing process:

- Guide to Behavioral Interviewing - Society for Human Resource Management (SHRM)
- Prohibited Employment Policies/Practices - Equal Employment Opportunity Commission
- Search & Screening Procedures For Faculty & Academic Administrative Positions - University of North Georgia
- Search & Screening Procedures For Non-Faculty Positions - University of North Georgia
- How to Avoid Asking Inappropriate Interview Questions - Employer’s Guide - HigherEDJobs.com
- Want to Really Get to Know Your Candidates? Interview for Emotional Intelligence - HigherEDJobs.com

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**Successful Interview Tips**

**Do use behavioral interview questions to predict future success.**

**Do ask each candidate the same questions to ensure fairness and eliminate biases.**

**Do ask effective questions that will evoke responses that help shape your decision and follow-up on responses.**

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**Guess Who?**

Click HERE to find the answer to last month’s Flashback photo AND guess the employees in this month’s Flashback! Spotted Nigel?? Click here to let us know where he’s hidden in the newsletter.

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**In Loving Memory**

DEBBIE KREWSON

The Department of Human Resources would like to extend our deepest condolences to Debbie Krewson’s family, friends, and co-workers.

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**HR NEWS**

**UNG LEADS Day is August 12, 2019** - UNG LEADS Day (Learning, Engagement, Achievement, Development, Service) will take place on August 12th on the Dahlonega and Gainesville campuses. The Human Resources team will be present and hosting several sessions including: “What Would You Do? Employee Resources and Support” by Ron Graves, Erica Delana and Kathy Martin and “Owning Your Sphere of Influence” by Elizabeth King. Presentation of the faculty and staff awards and an informal luncheon will be provided. All faculty and staff are encouraged to participate! Click HERE to register.

**Rehire your Student Worker** - All students hired after May 5th have an August termination date in OneUSG. To rehire your student employee(s) or Graduate Assistant for the Fall semester, please submit a Student Worker Agreement and list the start date at the beginning of a pay period.

**Coming Soon!** - HR is currently working to create & update several forms and processes including the Employee Handbook, Outside Activities & Conflict of Interest training and form, the Student Worker Agreement form, and a training module for student hiring managers in SkillPort. We will continue to keep you updated!

**August New Hires** - Per Board of Regents & UNG policy, an employee cannot begin working until a successful background check has been received by HR. Additionally, all new hires are required to come by the Human Resources Department in order to finalize the hiring process. This includes presenting HR with acceptable documents evidencing identity and employment authorization in order to satisfy I-9 requirements. UNG Faculty/Staff email accounts cannot be created until the employee has completed the onboarding process.

**HR Profiles: Talent Acquisition**

- Lisa M. Howard - SHRM-CP, PHR
  - Manager, Talent Acquisition
  - Faculty and director level and above hiring process; Hire Touch, background checks, relocation

- Morgan Stovall - Talent Acquisition Specialist
  - Manages staff hiring process

- Oneshia Willis - Talent Acquisition Specialist
  - Manages Student employment and graduate associate hiring process

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**I’m a new faculty member, who do I contact about ...**

- Installing work-related technology items in my office? IT Service Desk, ext 1977
- Question regrading my benefits? Sabrina Wall (GVL) or Kathy Martin (DAH) in Human Resources
- Requesting a campus mentor? Staff Council, staffcouncil@ung.edu
- Submitting travel reimbursement forms? Kay Barfield or Wendi Smith in Travel
- Custodial/Facility needs? Submit Work Request or call ext 1450 (DAH/BR) ext 3677 (GVL,CUM,OCO)
- Card access to the building? Obtaining my parking pass? Contact Card Services
- Relocation? Lisa M. Howard in Human Resources
- Posting a student worker job opportunity? Oneshia Willis in Human Resources
- Classroom technology set-up or support? IT Service Desk, ext 1977
- Room reservations? Request via Event Request System
- Ordering business cards, name badge, and door nameplate? Consult with the Chair or Administrative Assistant of your department
- Required training and workshops? Elizabeth King in Human Resources
- OneUSG time off, attendance and punctuality policies, unexpected absences procedures, and time entry? Email HRIS@ung.edu
- Departmental computer access (Banner, PeopleSoft, Shared Drive, Team Sites, mailing lists, etc.) and email? IT Service Desk, ext 1977
- Headshots? Contact University Relations

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**Monthly Newsletter August 2019**

- **Guess Who?!**
  - Click HERE to find the answer to last month’s Flashback photo AND guess the employees in this month’s Flashback! Spotted Nigel?? Click here to let us know where he’s hidden in the newsletter.

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**Guess Who?!**

Click HERE to find the answer to last month’s Flashback photo AND guess the employees in this month’s Flashback! Spotted Nigel?? Click here to let us know where he’s hidden in the newsletter.
I did not notice until AFTER payroll ran! What do I do?

Q: My hourly employee is missing hours on their time card and the supervisor needs to notify the payroll department via email at their timecard and the supervisor would need to approve

A: The employee would need to enter the missing hours on their time card and the supervisor would need to notify the payroll department via email at their timecard and the supervisor would need to approve.

Manager's Corner

Q: My hourly employee is missing hours on their time card and I did not notice until AFTER payroll ran! What do I do?

A: The employee would need to enter the missing hours on their time card and the supervisor would need to notify the payroll department via email at their timecard and the supervisor would need to approve.

August Payroll Dates

1st Biweekly:
Employee due: 8/9 before closing
Manager due: 8/12 before 9am
2nd Biweekly:
Employee due: 8/23 before closing
Manager due: 8/26 before 9am

Questions? Please contact Payroll.

STAYING IN COMPLIANCE: Tobacco and Smoke-Free Campus

University policies regarding tobacco and smoking products are covered by BOR Policy 6.10 which says in part: "The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited." Tobacco Products are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs, or simulate the use of tobacco such as electronic cigarettes. Violation of this policy by an employee may result in corrective action under this or other (e.g. Human Resources) policies.

Resources for tobacco cessation can be found on the USG website at usg.edu/tobaccofree.

Educational Support Leave

WHAT IS IT? Educational Support Leave is paid leave that can be used for the purpose of promoting activities directly related to student achievement and academic support. WHO IS ELIGIBLE? Full-time, non-temporary employees who work at least 40 hours per week. Both parents of students and non-parents, and may be considered for activities supporting public, private, and home school achievement. Only activities directly related to student achievement and academic support will qualify for education support leave. Such activities may range from early care and learning through higher education.

Activities may include, but are not limited to some of the following:
- Attend Parent/Teacher conferences
- Participate in classroom activities, such as reading to a class or presenting on career day
- Tutor students without receiving compensation
- Proctor examinations
- Attend award and recognition ceremonies or graduation exercises
- Participate in field day activities or field trips
- Attend open house functions

Activities that are NOT eligible may include but are not limited to some of the following:
- Attend orientation for employees/spouse's own education
- Attend classes or exams for employees/spouse's own education
- Attend events held outside of employee's normal scheduled hours
- Attend college campus tours outside of the state of Georgia (note that college tours inside the state of Georgia are eligible)
- Attending any sporting event other than that field day.

JULY NEW EMPLOYEE WELCOME

Julie Saunders
Sierra Campbell
Edward Forringer
Joseph Funderbunk
Charles Gee
Laura Hoffman
Lindsay Hunt
Heather Jaram
Jill Johnson
Joseph Matthews
Brett Morris
Louis Young
Mary White
Gloria Rivera
Tamee Roper
Paula Smith
Madeleine Grau
Chantell Tickle
Phillip Cantrell
Meagan Payne
Jonathan Coryell
Ashley Garrett
Charles Henson
Savannah Plummer
Bradley Storey
Office Administrator
Head Coach, Women's Golf
Asst Department Chair
C-Print Captionist
Groundskeeper
PT Staff Assistant
Athletic Trainer
Study Abroad Advisor
Director of Marketing and Creative Svcs
Commandant of Caders
Assoc VP for Enrollment Mgmt
Warehouse/Property Control Assistant
Casual Labor
Grants Accountant
Assistant Director Continuation Education
Office Administrator
Admissions Officier
Asst Director, Orientation & Transition Prgrams
Groundskeeper
Program Development Specialist
Fire & Access Control Systems Tech
Office Assistant II
Technical Supp Spec I
Receptionist
Groundskeeper

ASK HR

"I’m a full-time employee contributing to TRS or ORP. What does it mean to be ‘vested’?"

Vesting is a legal term that means to earn a right to a future benefit. USG offers two (2) retirement plans: TRS and ORP.

TRS Vesting

TRS requires a minimum number of years of service before a member is entitled to receive a benefit. Vesting at TRS requires at least 10 years of service and retirement. ORP provides immediate vesting of both employer and employee contributions. Every dollar contributed to your ORP account by UNG on your behalf remains in your fund for you, even if your employment is terminated.

Eligibility for Retirement

Effective November 1, 2016, to be eligible for retirement from the University System of Georgia (USG), you must meet one of the following four conditions at the time of your separation from employment, regardless of the retirement plan you elected.

- 10 years and age 60
- 25 Years and Last Five (5) Years Continuous
- 10 Years and Last Five (5) Years Continuous

Eligibility for Retirement

You must work in a TRS benefit eligible position for 10 years to be vested which means when you retire with TRS your monthly income would be based on what you contributed in those ten years as well as the contributions made by the USG among other factors. However, the key words are “when you retire with TRS”. Even if you have been employed in a TRS position for 10 years and are vested, if you were to leave TRS employment and want to draw your money out of your TRS retirement account rather than wait until you meet the definition of a TRS retiree, you would only be eligible for the contributions you made.

Vesting means ownership of the assets held in your accounts. Vesting does not mean you will have an immediate right to those assets, but merely that you will not forfeit them upon termination of employment.

Let us know what you would like to see in our coming newsletters! Email us at hrnewsletter@ung.edu.
The following trainings are required of all UNG employees. At certain times of the year, you will receive a notice that it is time to take a required training and the date it should be finished by.

**FERPA** - Just what can you reveal and not reveal about student records and information? UNG employees are legally responsible for protecting the confidentiality of our students’ education records. Additional information regarding FERPA can be found in the Registrar's website under Student Records Privacy.

**Ethics** - What is right? And what is wrong? What do I report? It can be cut and dry, or it can be quite confusing. Our training is designed to train all employees on how to create a safe and ethical environment.

**Right To Know Program** - Toner from a copy machine fell from a top shelf and busted open. Do you get the broom and a dust pan, and start cleaning up without taking any precautions? UNG has developed a policy and plan to assure that all employees receive training and information about hazardous chemicals present in their work area.

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If you need this form in an additional format, please reach out to Michael McLeod - Michael.McLeod@ung.edu