

HR pArtNeRs

For information regarding [ANR Staff Personnel](#) and [ANR Academic Personnel](#) visit our webpages!

SALARY INQUIRY RESTRICTIONS

UC has elected to comply with Assembly Bill (AB) 168 in prohibiting the practice of requesting previous salary information for our job applicants. Below is a link with information on the bill, an implementation checklist, FAQs, and a Powerpoint presentation to better understand salary question restrictions.

<https://ucnet.universityofcalifornia.edu/working-at-uc/your-career/talent-management/talent-acquisition-employment/ab-168.html>

STIGMA-FREE UC

A webinar entitled “Positive Psychology—Tools to Support Resilience, Wellbeing and Creative Achievement” was given by Dr. Robert Bilder, Chief of Medical Psychology-Neuropsychology at UCLA’s Semel Institute for Neuroscience and Human Behavior as part of the 2018 Stigma-Free UC initiative. This is a system-wide initiative to promote events, programs, and resources to impact and improve UC employee’s emotional, financial, physical, and nutritional well-being and to foster an open dialogue.

Access to hear the 40-minute presentation is [here](#).

WEBANR CAFÉ THURSDAYS



You’ll need to bring your own food and beverage, but please join us for our first [WebANR Café Thursday](#) on May 17 @ noon: “Planning Makes Perfect: Best Practices for Engaging Webinars.” During this webinar, Brook Gamble, a CES with the California Naturalist Program, and Steven Worker, 4-H Academic Advisor, will

- Help you improve your understanding of the critical steps for preparation, implementation, and post webinar follow-up.
- Introduce ZOOM capabilities.
- Introduce tricks of the trade to keep webinar participants engaged and not checking their e-mail.

Join us at: <https://ucanr.zoom.us/j/963167636>
 (646) 558-8656 or + (669) 900-6833 ID: 963 167 636

Our June 21st presentation will be on the topic of \$\$ Building Support, presented by Executive Director, Lorna Krkich and the ANR Development team.

SCHOLARSHIP ANNOUNCEMENT

Applications are now being accepted for the 2017-2018 Milton D. and Mary M. Miller Plant Science Award

Eligibility:

- Cooperative Extension (C.E.) staff pursuing related degrees
- Grad and undergrad students with an interest in C.E. careers
- U.S. citizenship required

Deadline:

5:00 P.M. on April 25, 2018

More information regarding the award can be found here:

<http://ucanr.edu/sites/anrstaff/files/281451.pdf>.

LYNDA FEATURE OF THE MONTH: BUILDING RESILIENCE

We have all experienced loss and grief. Psychologists state that when we suffer a primary loss, we often experience secondary losses, including self-confidence at work. Maybe you can identify with this. In this 2+ minute video [The Importance of Resilience](#), Facebook COO and Author Sheryl Sandberg explores this subject with Wharton Psychologist Adam Grant. They share:

- How to talk to friends and colleagues who are hurting, when you’re not sure what to do
- How to fight the idea that your hurting is permanent
- How to give yourself permission to experience happiness again

PERFORMANCE APPRAISALS: EMPOWER YOURSELF WITH CAREER PLANNING TOOLS

Performance Appraisal season can be stressful for many of us and receiving performance feedback can trigger negative feelings. Understanding that these feelings are normal, and preparing yourself in advance, whether you're a supervisor or an individual contributor, can help reduce the stress and make it a positive and productive experience.

You have many tools available to guide you through the appraisal process, starting with the ANR Learning & Development [Career Planning Tools](#) page.

Use the [Self-assessment Worksheet](#) to help you identify your strengths, skill gap areas, career goals, interests, and values. You can share it with your supervisor or use your responses to help draft your [Individual development plan](#) (IDP). You can also find help from UC Davis with writing your [Summary of Accomplishments](#).

Here are some additional resources to empower you:

- UC Learning Center ([UC Davis](#)): [Receiving Feedback and Criticism](#); for People Managers [UC Performance Management: Giving and Receiving Feedback](#)
- Corporate Executive Board Learning & Development Leadership Council (CEB [register](#) or [reset a password](#)): [3 Tricks Your Brain Plays When Receiving Feedback](#) and [Manager Guide: Improve Employee Performance through Informal Feedback](#)
- TED Talk: [How to use others' feedback to learn and grow](#) with Sheila Heen, Professor Harvard University (19:28 minutes)

NEW IMPLICIT BIAS MODULES: UC PEOPLE MANAGEMENT CERTIFICATE SERIES

Elevate your people management skills by completing the [UC Systemwide People Management Series and Certificate](#). This course is for all ANR People Managers consisting of Core and Elective Courses, which include local and systemwide programs and eCourses. Earning this certificate aligns you with ANR's Strategic Goal for people managers!

The following topics are included in the People Management Series and Certificate: Performance Management, Managing Implicit Bias, Managing People, Administration & Operations, Change Management and Communications.

New for 2018 is the addition of the UC Managing Implicit Bias Series, which is made up of six self-paced, online interactive courses, ranging between 15-20 minutes each in length. The Series is designed to increase awareness of implicit bias, reduce its impact at the University, and further reinforce the University's commitment to diversity, equity, and inclusion.

These courses can be completed individually or together as a series to earn the UC Managing Implicit Bias Certificate. As a UC People Manager, being aware of implicit bias and how it impacts the way we work and interact with others is especially important. Therefore, this series is now a part of the 2018 UC People Management Series and Certificate core requirements.

If you are a formally designated supervisor/manager, completing the 2018 UC People Management Series and Certificate will make you eligible to attend the [UC People Management Conference](#) held later this year.

NEW EMPLOYEE ORIENTATION REG OPEN

Register now for yourself or for a new employee you will be onboarding soon.

All UC ANR Employees (academics, staff and affiliated staff on campuses, counties and RECs) who have not participated in an administrative orientation in the past should attend. Priority will be given to those hired by ANR within the past year. Read more [here](#).

TIMESHEET REMINDERS

Biweekly Employees:

Submit:	Approval:
----------------	------------------

04/06/2018	04/09/2018
------------	------------

04/20/2018	04/23/2018
------------	------------

05/04/2018	05/07/2018
------------	------------

05/18/2018	05/21/2018
------------	------------

Monthly Employees:

04/04/2018	04/11/2018
------------	------------

05/03/2018	05/10/2018
------------	------------

CONTACT US

Mailing list: pglass@ucanr.edu.
Questions/comments: [HR Help Center](#).