



Tarleton People & Culture Newsletter

May 2024

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University Awards Banquet





























2024 University Award Recipients

First Group Photo

Top Row, Left to Right

- President James Hurley
- First Lady Kindall Hurley
- Mr. Darren Keith- [Respect Award](#)
- Chief Matt Welch - [Integrity Award](#)
- Dr. Rebecca Morrow - [Engaged Faculty Award](#)
- Ms. Janice Horak- TAA Distinguished Staff Member
- Dr. Karl Aho - [Faculty Excellence in Student Success Award](#)
- Mr. Justin Carrell - [Presidential Staff Award](#)
- Dr. Adam Mitchell - [Outstanding Early Career Faculty Award](#)
- Dr. Thomas Faulkenberry - [Faculty Excellence in Scholarship Award](#)

Bottom Row, Left to Right

- Mr. Joey McReynolds - [Integrity Award](#)
- Ms. Paola Salazar - [Respect Award](#)

- Ms. Ginger Cousins- [Excellence Award](#)
- Ms. Melissa Musser- [Respect Award](#)
- Ms. Anne Marie Wood - [Student Employee of the Year Award](#)
- Dr. Amber Harris Bozer - [Barry B. Thompson Service Award](#)
- Ms. Ashlee Tolliver- [Integrity Award](#)
- Dr. Shannon Stoker- [Excellence Award](#)
- Mr. Randy Hines – TAA Distinguished Faculty Member

Not Pictured:

Dr. Charles Thomas - [Jack and Louise Arthur Faculty Award for Excellence in Teaching](#)

Mr. Stan Parker- [Excellence Award](#)

Employee Spotlight



Meet our Team! Carlos Mendoza



[Click here to learn more about Carlos Mendoza!](#)

What is your role at Tarleton?

As an Employee Development Specialist in the office of People and Culture, I collaborate with faculty, staff and students to ensure their understanding of policy and how to apply it to their everyday roles.

Did you graduate from Tarleton?

While I am not a graduate of Tarleton State University, I am a proud member of the Texas A&M system family. I began my college career at Texas A&M and eventually graduated from Texas Wesleyan University with a degree in Physical Education. I became an elementary school teacher in Fort Worth ISD (PE and then a bilingual elementary classroom teacher) and eventually returned to Texas A&M to complete a Master's degree in Educational Leadership before becoming a public school administrator. As a campus principal, I have collaborated with Tarleton staff to mentor teacher interns over the years. I love all things Tarleton!

What is your fondest memory of Tarleton?

I have been impressed and, in fact, refreshed by the kindness and service-oriented approach that seems to permeate the campus. Every office and individual that I have had interactions with to date has treated me with kindness and respect. Whether it has been Dr. Hurley, Sodexo staff, the transportation office folks, or IT, everyone approaches their day in a similar way. Positive energy and happy interactions... I assume that this is the Tarleton way and I appreciate the opportunity to be a part of such a great campus family.

What do you enjoy most in your role?

Collaborating with and helping others to understand and implement the rules and policies that keep us all safe and school business on track so that we can concentrate on accomplishing our own goals in a

safe and structured environment. I help take out the guess work so that energy can be spent on other things.

If you could teach a class at Tarleton, what would it be and why?

Maybe Educational Leadership. Coming here from the K-12 world, I have recently experienced the latest challenges in the elementary and secondary phases of education. I think that with the knowledge and practice that I have engaged in over my career combined with the newest research being delivered at the university level, I could make a difference for the new generation of school leaders. I would teach my students with the goal of continuing my effort to help schools to plan, and deliver quality learning opportunities to generations of students to come.

Unique hobbies/ interests?

The story on Mendoza is that if you want to distract him from what he's doing just start talking about Boer goats, K-12 kids, or baseball. And if you can somehow intertwine the 3 then you really have him hooked. These are things that I engage with when I am not working....

Tarleton L.I.F.E.



April wrapped up the Tarleton L.I.F.E. monthly tours and training sessions, before the participants graduated in May. This final tour and training session was a hit with the participants! Mr. Kyle Crews, Manager of Sponsorship Fulfillment and On-Air Broadcasting, showcased the Athletics Administration

Building, Tarleton Memorial Stadium, and Tarleton Football Fieldhouse. Participants got to see "behind the scenes" on what it takes to create and produce Tarleton sport events as well as the facilities that support these efforts.

Once the tour came to a close, Dr. Diane Stearns, Provost and Executive Vice President of Academic Affairs, facilitated a learning session that demonstrated different leadership roles and the importance of communication no matter the role to ensure others are equipped to build the necessary vision. She encouraged participants in a hands-on learning experience that made it both an interactive and fun opportunity.















Training and Development



LinkedIn Learning: Performance Management

Performance management is a force multiplier and on-going process that communicates an employee's overall performance, recognizes performance as merited, identifies areas needing improvement, sets specific objectives, and provides an opportunity to discuss career goals and the support needed to meet those goals.

LinkedIn Learning has many courses for [employees](#) and [managers](#) that focus on effective performance management. Take a look at these courses as you prepare for your conversation with your manager or your employee!

Performance Management Training

The following sessions are still available and provide hands-on performance review training for managers:

Performance Management Training for Managers:

Thursday, May 16, at 10:00 a.m. (In-person only)

Wednesday, May 22, at 2:30 p.m. (In-person only)

Tuesday, June 4, 12:00 p.m. (Zoom only)

[Register Here](#)

Tarleton's *Performance Review* cycle is **June 1, 2023 to May 31, 2024**.

- Performance Reviews launched **April 1, 2024** for eligible faculty and staff employees.
- Employee self-evaluations were due **April 30, 2024**.
- Completed evaluations are due **June 30, 2024**.

Please email the [Employee Development Team](#) if additional trainings sessions are needed or for any assistance.

Employment



Summer Student Employment

Do students have to be enrolled in courses to work over the summer?

Students are eligible for summer employment if:

1. Student is enrolled for at least three graduate or undergraduate semester credit hours for the summer term;

2. Student has been admitted for the fall semester;
3. Student has been enrolled as a student the prior semester/term and has a reasonable expectation of returning the next term or semester

How many hours can students work during the summer term?

Students can work up to 50 hours per biweekly pay period, but it is recommended that they stay at or below 20 hours a week to account for any overlap or emergencies.

Can students graduating in May continue to work for the remainder of the summer?

No, a student who graduates mid-month may continue to work as a student worker until the end of that month.

PERS 2024 Refresher

In Position/PIN# field of [Initiate to Hire Student Employee](#) Smartsheet Form, enter PERS 2024 Graduate or PERS 2024 Undergraduate, depending on your student’s classification. People & Culture will assign a pin to the hire.

Type of Hire	First Available Hire Date	Final Available Hire Date
New Hire	5/3/24	8/9/24
Add Job/Transfer	5/1/24	8/15/24
Transfer	5/1/24	8/15/24

Declining Candidates in Workday... Correctly

Finding the right candidate for your position is very exciting! So exciting that you may be tempted to disposition everyone else when the finalist has made it through the final round of interviews and signed their offer letter. *However*, best practice is to decline remaining candidates when your selected new employee is **in attendance** of New Hire Orientation.

Why wait?

Should your selected finalist withdraw post-offer, you still have a viable pool for finalists that you can review and select from.

What happens if I don't wait?

If your selected finalist withdraws and all finalists have been declined, you may have to start the search over.

What's the best way to decline your candidates?

- Ensure each applicant is moved forward in Workday to the correct stage. (i.e. if Dr. Oscar P was invited to an interview, be sure you move him forward to the “Interview” step)

- This will allow you to choose the most accurate disposition reason, as each stage offers additional reasons.
- It is **critical** to choose the **accurate disposition** reason when declining candidates! Candidates are notified when they are declined and the reason for disposition is included
 - Declining candidates properly in Workday provides consistency for the hiring practices and clarity for the candidates. An example of what *not* to do: If you decide to disposition everyone and select: “Does not meet minimum job qualifications”, those who may be qualified are going to have questions and will seek your feedback.
- If you accidentally decline a candidate or decline a candidate incorrectly, please contact the Employment Team! We can help!

KEY TAKEAWAY: Always use the most accurate reason. If you aren't sure what to choose, email the Employment Team at employment@tarleton.edu.

External Advertising Process

Vacancies are posted internally in Workday Find Jobs and externally on Jobs at Tarleton, WorkInTexas, LinkedIn, and the Higher Education Recruitment Consortium. Posting a position vacancy externally is an important step in attracting a highly qualified and diverse candidate pool.

If you would like to expand the search by posting externally to specific job boards, please submit your external advertisement for review and approval. All ad text, whether free or with cost, must be routed through People & Culture (PC) via email to employment@tarleton.edu.

We review for the following required components of an external ad and require a copy of the ad for the job requisition file:

- Job Title and Track
- Summary of Job Duties
- Employment Date
- Educational Requirements
 - Qualification language must be identical to original posting text.
- Marketing & Communications statement
- Full EEO Statement

Tenure Track external advertisements require review/approval by the Provost – please see below for updated workflow for Faculty Tenure Track external postings:

Ads/Announcements with no cost:

→ Email text/format to employment@tarleton.edu

- Get P&C approval
- Get Provost approval
- Department proceeds with Ad Placement

Ads/Announcements with cost:

- Get a quote/format from vendor
- Email text/format to employment@tarleton.edu
- Get P&C approval
- Get Provost approval
- Attach advertisement approval in request to Purchasing (Cori Luttrell)
- Department proceeds with Ad Placement

Did You Know?



May is National Physical Fitness and Sports Month. Beginning in 1983, National Physical Fitness and Sports Month was initiated to underline the importance of physical activities, fitness, and sports participation [\(1\)](#).

Here are a few tips for incorporating exercise into your daily life: "

Walk Whenever Possible

- Take the stairs instead of the escalator or elevator
- Take a family walk after dinner

- Park farther from the store and walk
- Go for a half-hour walk instead of watching TV

Move More in Your Home

- Garden, or make home repairs
- Do yard work. Get your children to help rake, weed or plant
- Work around the house. Ask your children to help with active chores
- Wash the car by hand

Live Actively

- Join an exercise group, and enroll your children in community sports teams or lessons
- Choose an activity that fits into your daily life/lives
- Dance to music with your family
- Choose activities you enjoy. Ask children what activities they want to do" [\(2\)](#).

For more tips, tools, and resources to get active visit [Move Your Way®](#).

