

YOU ASKED FOR IT - IT'S HERE! Three HR processes are now electronic!

1) Performance evaluation forms are now available on-line at our Human Resources web site at: www.unh.edu/hr/pubs-frm.htm. Go to the "Performance Assessment Forms" section. We ask that you access all such forms on line, including those for new staff members.

Supervisors of staff members new to their positions, will be notified of the "due date" for three-month and six-month evaluations in the email confirming that recruitment and selection procedures have been followed, and that a pay document should be processed. This will be the only notification by Human Resources of the responsibility of supervisors to complete evaluations (three and six-months for OS and six months for PAT's) for their new employees. For staff members hired between December 1 and April 30, hard copies will still be mailed to our HR contacts for distribution.

2) Position openings may be transmitted to Human Resources electronically. You can initiate electronic Position Posting Forms interactively via our HR web site at: www.unh.edu/hr/pubs-frm.htm. Go to the "Hiring Related Forms" section. HR has combined information formerly provided on the Position Vacancy Form with the campus posting and advertising billing form (for paid ads) into one electronic template.

3) PDQ's (Position Description Questionnaires) may be completed on your computer and transmitted electronically. We encourage you to use this convenient procedure. No more need for five copies!! Just send us a hard copy with original signatures. PDQ forms are available at: www.unh.edu/hr/pubs-frm.htm. Go to the "Position Description Questionnaires" section.

Contact your Human Resources Partner at 862-0501 for assistance.