

## **Learning And Development**

### Questions

- **How are new faculty and staff oriented to the University?**
- **What are the options for training student workers?**
- **What are the training opportunities for faculty and staff?**
- **What is the Performance Development Plan (PDP)?**
- **What type of leadership development programs are offered for Temple faculty and administrative leaders?**
- **Where can I find the "official" copy of the employee manual?**

### Answers

#### **How are new faculty and staff oriented to the University?**

Every new hire is required to attend a New Hire Orientation. Benefits enrollment and review of policies, programs, services, and resources are covered in this mandatory 1/2 day program. New employees are usually scheduled at time of hire and the date of the orientation is specified in their offer confirmation letter. New full time faculty should contact Kim Sakil at 215-926-2218 to schedule. New adjunct faculty are also invited to a special orientation designed for them and are notified directly by the Human Resources Department of the date, time, and location.

#### **What are the options for training student workers?**

Temple University's Human Resources Department has developed programs for orienting and training student workers. Supervisors are encouraged to require student workers to complete this program, which covers the following topic areas:

- Attributes, skills and qualities expected of student workers
- Basic telephone skills
- Customer service concepts
- Standards for dress
- Confidential information
- Do's and don'ts of computer usage
- Workers' Compensation Benefit

- Anti-discrimination/anti-harassment policy

To schedule a training program, contact Learning and Development at 215-926-2218 or on-campus at 7-2218.

### **What are the training opportunities for faculty and staff?**

Temple's Human Resources Department offers an array of Learning and Development programs. Computer Services also offers Computer Seminars and Workshops.

### **What is the Performance Development Plan (PDP)?**

A sample Performance Development Plan (PDP) can be found in the Human Resources section of the TU Forms website. Actual PDPs are completed on a web based system at [pds.temple.edu](http://pds.temple.edu). PDPs are required for all non-faculty employees who work 20 hours or more per week. PDPs are used to detail the employee's essential functions or duties, goals/projects that must be completed within a fiscal year, and competencies to be developed. An employee and supervisor should jointly create a PDP at the beginning of each fiscal year or, in the case of a new hire, during the introductory/probationary period. Throughout the year, the supervisor and employee can enter notes on the employee's performance and periodic meetings should be scheduled to discuss the employees' performance and progress on goals. At the end of the fiscal, supervisors are required to rate the employee's performance. Assistance and questions of PDPs should be directed to HR, Karen Cherwony at 215-926-2215 or Eric Brunner at 215-926-2217.

### **What type of leadership development programs are offered for Temple faculty and administrative leaders?**

Learning and Development in HR offers a number of different leadership and supervisory programs, including the Leadership Academy and the Supervisory Development Program. We also provide leaders with coaching and a 360 degree feedback process. For more information, contact Dr. Marie Amey-Taylor at 215-926-2216 or [marie.amey-taylor@temple.edu](mailto:marie.amey-taylor@temple.edu)

### **Where can I find the "official" copy of the employee manual?**

Please visit the Human Resources website and click on Employee Manual on the left hand menu column under Resources.