CLEMSON UNIVERSITY STAFF SENATE
August 11, 2015, 10:30 AM, Madren Conference Center

Agenda

1. Approval of Minutes

2. Open Commentary

3. President’s Reports
   A. Board of Trustees – The Summer Quarterly was held in Greenville, SC from July 16-18. Tina White shared a report with the Board on behalf of the Senate (attachment).
   B. Other:
         • New Employee Onboarding
      2. Legislative Update, Matt Bundrick.

4. Treasurer’s Report, Julie Jones. The budget for FY16 is (a) Vending: $9,000; (b) Staff Senate funds: $4,560; (c) Travel: $450; (d) SDP: $15,000. FY15 balances in the operating budget as of June 30, 2015: (a) Vending: $99.82; (b) Staff Senate Project 1500000, Class 130: Personnel -$1,681.18, Other $310.59, Travel $208.41; (c) Staff Senate Project 1500000, Class 430: Personnel -$153.52; (d) SDP Project 1501606, Class 130: Personnel $1,328.56, Other -$614.91, Travel $500; (e) SDP Project 1501606, Class 430: Personnel -$1,340.00; (f) Foundation Project 5000018, Class 270: Other $250.00.

5. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet. Activities is sponsoring a BackPack Drive through Golden Harvest Food Bank. The Staff Senate has pledged to raise $1,800 in order to support 10 kids this coming school year. The BackPack Program meets the needs of hungry children at times when other resources are not available, especially on the weekends. Qualified elementary school students are sent home every Friday with a backpack full of nutritious, kid-friendly, and easy to open foods. Please consider making a donation to help support less fortunate children in our community [https://goldenharvest.org/take-action/find-a-campaign/?clemson-staff-senate-backpack].
      2. Communications, Jeff Leyh.
      3. Membership, Deveraux Williams.
      4. Policy and Welfare, Terri Vaughan. P&W met on July 21st. The following items were discussed.
         • Parking permit expiration date has been changed from August 15, 2016 to June 30, 2016 to align the permit cycle with the fiscal year. This enables Parking and Transportation Services to spread out permit processing over the year to reduce the August “rush” for permits. New permits for 2016-2017 will be effective July 1, 2016. The permit rate for August 2015 through June 2016 has been prorated.
         • Clemson University has recently been named a “Mother Friendly Employer” by the SC Breastfeeding Coalition. This comes as a direct result of the work of the Lactation Network Implementation Committee that the Senate chaired. The Provost’s Office has generously purchased 2 hospital-grade breast pumps. They have been delivered to the Sullivan Center for immediate use.
         • Tiger Transit on demand has been discontinued due to lack of use, lack of funding, and the addition of several new parking spaces available on campus.
         • TLPs may not participate in the Leave Transfer Program according to state HR guidelines.
• The Sullivan Center is not currently a provider for TriCare, the health insurance provided to the members of the military. The Sullivan Center will continue to work with TriCare in an effort to become a provider.
• Senate outreach to Sandhill REC was well attended. As a result Caitlin Moore from the Sullivan Center, performed free health assessments to several employees in the Columbia area.
• P&W wants feedback from the rest of the senate about asking Michelle Piekutowski to attend a P&W meeting and provide more detailed information regarding the university compensation plan that she provided in a presentation at a recent Staff Senate meeting. Does the senate feel that additional, detailed information regarding compensation will be helpful or should we wait to meet with Michelle once the state employee pay study has been completed?

5. Scholarship, Leslie Doss and Erin Thomas. The committee is planning a spring fundraiser at the Wren House. The date of the Zombie Run has been moved from October 24 to November 14. The October date conflicted with the regatta.

B. University Committees

6. Unfinished Business
   A. State Outreach
   B. Blood Drive Assistance – The blood drive held on July 28th was a success! Ashley Sweet with The Blood Connection reported that 32 units were collected and 9 were from first time donors. Thanks to everyone for supporting this lifesaving event.

7. New Business

8. Announcements
   A. The 2015-2016 Victor Hurst Convocation begins Clemson University's one hundred twenty-third academic year. Convocation is Tuesday, August 18th. Staff members will gather at 8:15 a.m. in Brackett Hall Atrium for the processional that leads into the meeting at the Brooks Center for the Performing Arts at 9 a.m.

9. Adjournment

Next Meeting: Tuesday, September 8, 2015, 10:30 a.m., Madren Conference Center
Clemson University Staff Senate
August 11, 2015, 10:30 AM, Madren Conference Center

Minutes

Members Present: Roberta Balliet, Mac Bevill, Matt Bundrick, Leigh Dodson, Leslie Doss, Billy Edwards, Debra Goss, Jessica Holbrooks, Wendy Howard, Adam Hunter, Julie Jones, Jan Lay, Jeff Leyh, Julia Lusk, Rusty McDonald, Amanda Menefee, Aubrey Miller, Herb Parham, Rhonda Powell, Sarah Reeves, Joey Thames, Rebecca Trutwin, Terri Vaughan, Michelle Voyles, Hagan Walker (Conference Call), Tom Warnock, Tina White, and Deveraux Williams

Members Absent: Phillip Addington, Kelli Blankenship, Laura Clay, Shelly Geer, Dan Hofmann, Jeff Kallin, Judy Pruitt, Janeen Putman, Bindu Rangaraju, Andy Riggins, Lavonne Sloop, Tom Taylor, and Erin Thomas


1. Approval of Minutes – Tom Warnock moved to approve the minutes from the June 9, 2015 Staff Senate meeting as written. Terri Vaughan seconded the motion and the vote was unanimous. The minutes were approved.

2. President’s Reports
   A. Board of Trustees – The Summer Quarterly was held in Greenville, SC from July 16-18. Tina White shared a report with the Board on behalf of the Senate (Attachment).
   B. Other:
      1. HR New Employee Onboarding, Vivian Morris. Clemson Onboarding Program aims to attract, acclimate, and retain valuable employee talent in order to get the employee(s) engaged with the university and operating at 100% efficiency as quickly as possible. The onboarding process for new hires covers 4 stages from Pre-Hire to 365 days (1 year) Post-Hire (Attachment).

3. Treasurer’s Report, Julie Jones. The budget for FY16 is (a) Vending: $9,000; (b) Staff Senate funds: $4,560; (c) Travel: $450; (d) SDP: $15,000. FY15 balances in the operating budget as of June 30, 2015: (a) Vending: $99.82; (b) Staff Senate Project 1500000, Class 130: Personnel -$1,681.18, Other $310.59, Travel $208.41; (c) Staff Senate Project 1500000, Class 430: Personnel -$153.52; (d) SDP Project 1501606, Class 130: Personnel $1,328.56, Other -$614.91, Travel $500; (e) SDP Project 1501606, Class 430: Personnel -$1,340.00; (f) Foundation Project 5000018, Class 270: Other $250.00.

4. Committee Reports
   A. Standing Committees
      1. Activities, Roberta Balliet. 1) Activities is sponsoring a BackPack Drive through Golden Harvest Food Bank. The Staff Senate has pledged to raise $1,800 in order to support 10 kids this coming school year. The BackPack Program meets the needs of hungry children at times when other resources are not available, especially on the weekends. Qualified elementary school students are sent home every Friday with a backpack full of nutritious, kid-friendly, and easy to open foods. Please consider making a donation to help support less fortunate children in our community https://goldenharvest.org/take-action/find-a-campaign/?clemson-staff-senate-backpack. 2) The November 10th Staff Senate meeting will be held at the Clemson University Planetarium in order to provide outreach and education to staff/guests concerning unfamiliar areas of the campus. Look for other unique locations/tours involving the Senate around campus in the near future.
      2. Communications, Jeff Leyh. No report.

4. **Policy and Welfare**, Terri Vaughan. P&W met on July 21st. The following items were discussed.

   - Parking permit expiration date has been changed from August 15, 2016 to June 30, 2016 to align the permit cycle with the fiscal year. This enables Parking and Transportation Services to spread out permit processing over the year to reduce the August “rush” for permits. New permits for 2016-2017 will be effective July 1, 2016. The permit rate for August 2015 through June 2016 has been prorated.
   - Clemson University has recently been named a “Mother Friendly Employer” by the SC Breastfeeding Coalition. This comes as a direct result of the work of the Lactation Network Implementation Committee that Senator Matt Bundrick chaired. The Provost’s Office has generously purchased 2 hospital-grade breast pumps. The pumps have been delivered to the Sullivan Center for immediate use.
   - Tiger Transit on demand has been discontinued due to lack of use, lack of funding, and the addition of several new parking spaces available on campus.
   - TLPs may not participate in the Leave Transfer Program according to state HR guidelines.
   - The Sullivan Center is not currently a provider for TriCare, the health insurance provided to the members of the military. The Sullivan Center will continue to work with TriCare in an effort to become a provider.
   - Senate outreach to Sandhill REC was well attended. As a result Caitlin Moore from the Sullivan Center, performed free health assessments to several employees in the Columbia area.
   - P&W wants feedback from the rest of the Senate about asking Michelle Piekutowski to attend a P&W meeting and provide more detailed information regarding the university compensation plan that she provided in a presentation at a recent Staff Senate meeting. Does the Senate feel that additional, detailed information regarding compensation will be helpful or should we wait to meet with Michelle once the state employee pay study has been completed?

5. **Scholarship**, Leslie Doss and Erin Thomas. The committee is planning a spring fundraiser on April 8th at the Wren House. The date of the Zombie Run has been moved from October 24 to November 14. The October date conflicted with the regatta. Tina volunteered to lead the Staff Senate crew for the regatta.

5. **Unfinished Business**
   - **State Outreach** – Columbia and Blackville CU4Health screenings are scheduled for July 29th and August 24th respectively
   - **Blood Drive Assistance** – The blood drive held on July 28th was a success! Ashley Sweet with The Blood Connection reported that 32 units were collected and 9 were from first time donors. Thanks to everyone for supporting this lifesaving event.

6. **New Business**
   - **A. Tobacco-Free Campus Smoking Policy** – Senator Rusty McDonald asked about Senators’ responsibilities when serving on University Committees as the Staff Senate appointed representative. He also wanted clarification on the protocol of the Senate’s leadership when the Senate has stated its position on a policy. McDonald’s inquiry was in regards to questions received from the staff constituency regarding the tobacco policy moving forward. Senators appointed to serve on University Committees on behalf of the Staff Senate should report to the Senate on the work of the committee. The representative should act as an agent of the Senate in his/her work on the committee. Staff in leadership positions on the Senate should always represent the decisions of the full Senate to administration. The Tobacco-Free Campus Smoking Policy was not supported as written by the Staff Senate on January 14, 2014, and to-date, the issue has not been discussed again with the Senate or its leadership. Background information on the 2014 vote – a resolution was presented to support the draft policy with the exception of the
ban of electronic cigarettes. The resolution was voted down with a vote of 22 against, 10 in favor, and 3 abstentions.

7. **Announcements**
   A. The 2015-2016 Victor Hurst Convocation begins Clemson University's one hundred twenty-third academic year. Convocation is Tuesday, August 18. Staff members will gather at 8:15 a.m. in Brackett Hall Atrium for the processional that leads into the meeting at the Brooks Center for the Performing Arts at 9 a.m.

8. **Adjournment**: There being no further business to discuss, the meeting adjourned.

**Next Meeting**: Tuesday, September 8, 2015, 10:30 a.m., Seminar Room 1, Madren Conference Center
Staff Senate Goals and Agenda
As the incoming President of the Staff Senate it has been my honor thus far to represent the over 3,500 staff that make up Clemson University here on main campus as well as throughout the state. Below you will find some continuing goals and agenda items that we feel are still very important to staff of Clemson.

- Supporting and listening to staff concerns, ideas and suggestions regarding the impending restructuring that will take place over the next year
- Continue working with the Finance and Lean Team to help establish consistency with the tuition assistance policy that best fits the new Clemson model
- Continue working with the administration on inclusion with university-affected decisions

In addition to those items we are looking for new ways to connect to our staff and encourage collaboration within the many departments and areas at Clemson.

Partnerships
For the first time Staff Senate, in conjunction with Parking Services, was able to include in the Parking Permit renewal mailers information about the staff senate scholarship program. Our hope is that our faculty/staff/students will look over this information and want to give what they can to help their fellow colleagues with tuition assistance. We were able to increase our scholarship offerings to 12 at $1,500 each and this helps any staff person’s child here at Clemson. This will also allow us more of an outreach to areas and people who may not have heard of the program. A big thank you to Parking Services for allowing us to insert the information!

Staff Development Program
A new cohort of the Staff Development Program (SDP) will begin on July 1st 2015. This will be the start of our sixth year and we are excited about the new staff that makes up this group. We look forward to working with them and giving them the opportunity to grow personally as well as professionally. As always the Staff Senate would like to thank the Board of Trustees, President Clements, Vice President Dalton and other administrators for their continued support of this program.

www.clemson.edu/staffsenate
Staff Outreach
On June 23rd, myself and 14 other senators traveled to the Sandhill Rec facility in Columbia to host a lunch for all staff that represent Clemson in the midlands area. The response to our visit was truly overwhelming and very much appreciated by the staff and faculty there. We provided lunch, talked about what the Staff Senate is and gave them an opportunity to share with us any ideas, concerns and suggestions to make them feel more inclusive in the Clemson family. As we learned not being on campus everyday is a huge disconnect and we just wanted them to understand that we are here and can help with any thing they may need. We came back with a couple of items that we could look into immediately. Overall, we found that the need was great for us to reach out to all staff across the state and so we are looking into another possible trip in the spring to either the Pee Dee or Low Country areas.

We also will be hosting, along with Clemson Home, a blood drive on July 28th here on campus. The Blood Connection contacted us because the need for blood during the summer is truly great and the blood banks need our help. With the student population smaller in the summer, they asked if we could help get those that were here involved. This is the first time Staff Senate has partnered with The Blood Connection and we look forward to making this event a success!

Opportunities
As my term as president has just gotten started, I must say it has been a whirlwind so far but the opportunity to represent the great staff of Clemson University makes it all worth it. I have been oriented to several new organizations including the CUF Board. I also look forward to working with the Clemson Administration as the year goes on. On June 24th, I was asked to represent staff in the Charleston Shooting Memorial Vigil. This was truly my honor to be apart of a program that showed the unity of the Clemson family during this horrible tragedy.
I look forward to the coming year and the opportunities I have to show why the staff of Clemson University are the backbone to why we are a Top 20 university and how the 2020forward will be successful.

Submitted by: Tina White, Staff Senate President

www.clemson.edu/staffsenate
Office of Human Resources
Fall Update
<table>
<thead>
<tr>
<th>Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hiring Process Improvements</td>
</tr>
<tr>
<td>• PeopleSoft 9.2 Upgrade</td>
</tr>
<tr>
<td>• Next Steps</td>
</tr>
</tbody>
</table>
Hiring Process

**Request**
- Determination of employment need, including submission of Request to Recruit form and acquisition of necessary approvals.

**Recruit**
- Development of final candidate list, including screening, interviewing, and selecting.

**Hire**
- Completion of hire, including background check requests, extension and acceptance of offer, and initiation of onboarding process.
# Hiring Process Improvements

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Type</td>
<td>Electronic and paper</td>
<td>Electronic</td>
</tr>
<tr>
<td>Steps within process (Overall)</td>
<td>37</td>
<td>19</td>
</tr>
<tr>
<td>Approvals</td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td>Lead Time (Request)</td>
<td>12 days</td>
<td>2-5 days, 3-6 days</td>
</tr>
<tr>
<td>Visibility of Process</td>
<td>Limited</td>
<td>Real-time Status</td>
</tr>
<tr>
<td>Lead Time (Total)</td>
<td>13 weeks</td>
<td>3-5 weeks</td>
</tr>
</tbody>
</table>
Elements of the Improved Hiring Process

- Web-based system to request and approve requests for job posting and hiring including commitment form
- Real-time status for current transactions
- Equal-opportunity-related hiring decisions completed in OHR – these include:
  - Phone/Skype interview approval
  - Use of same pool to recruit for different positions
  - Waiver approval
  - Internal posting approval
  - Job reposting approval
## Elements of the Improved Hiring Process

- Budget confirmation is received prior to the start of the process.

- Approvals – 2 levels of supervision
  - Hiring manager’s supervisor
  - Next level supervisor

- Email notification of approval requests, reminders and escalations
  - Deans/VPs will be notified when a request is submitted, job is posted and candidate is hired.

- Offer letters created, approved and accepted in PeopleSoft

- Faculty apply for jobs in PeopleSoft
Tiger Talent, a web-based system for navigating the hiring process at Clemson University, provides real time tracking of current and previous hiring actions. Of the three phases of the hiring process, only phase 1 (Request) is currently functional in Tiger Talent. Phases 2 (Recruit) and 3 (Hire) will be included in future releases.

http://www.clemson.edu/employment/forms/Portal/index_new.php
## Request Form

### Request Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Manager Email</td>
<td><a href="mailto:joe3@clemson.edu">Example: joe3@clemson.edu</a></td>
</tr>
<tr>
<td>Hiring Manager Name</td>
<td>Awaiting input</td>
</tr>
<tr>
<td>I'm requesting a</td>
<td><img src="radio_button.png" alt="Radio button" /> Refill</td>
</tr>
<tr>
<td></td>
<td><img src="radio_button.png" alt="Radio button" /> New Position</td>
</tr>
<tr>
<td>Position Type</td>
<td><img src="radio_button.png" alt="Radio button" /> Faculty</td>
</tr>
<tr>
<td></td>
<td><img src="radio_button.png" alt="Radio button" /> Non-Faculty</td>
</tr>
</tbody>
</table>

### Waiver of Posting

- **Waiver?**
  - ![Radio button](radio_button.png) Yes, This is a waiver.
  - ![Radio button](radio_button.png) No, This is not a waiver.

### Grant Funding

- **Grant Funded Position?**
  - ![Radio button](radio_button.png) Yes, This is a grant funded position.
  - ![Radio button](radio_button.png) No, This is not a grant funded position.

### Funding Account(s)

<table>
<thead>
<tr>
<th>Add Accounts</th>
<th>#</th>
<th>Account String</th>
<th>Percent</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="add_account.png" alt="Add Account" /></td>
<td></td>
<td></td>
<td>Percent Total: 0.00%</td>
<td></td>
</tr>
</tbody>
</table>
## Faculty Commitment

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Total Amount Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>$15,459.00</td>
</tr>
<tr>
<td>Provost</td>
<td>$79,890.00</td>
</tr>
<tr>
<td>Department</td>
<td>$5,417.00</td>
</tr>
<tr>
<td>Other</td>
<td>$1,591.00</td>
</tr>
</tbody>
</table>

## Summary

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Amount Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 15</td>
<td>$15,459.00</td>
</tr>
<tr>
<td>FY 16</td>
<td>$79,890.00</td>
</tr>
<tr>
<td>FY 17</td>
<td>$5,417.00</td>
</tr>
<tr>
<td>FY 18</td>
<td></td>
</tr>
<tr>
<td>FY 19</td>
<td></td>
</tr>
<tr>
<td>+ Add FY</td>
<td></td>
</tr>
</tbody>
</table>
Upgrade allows Clemson to:

- Compete with top research universities
- Create a standardized hiring process
  - Online application process for all employees
  - Removes the necessity of manual applicant tracking process
  - Offer letters created, approved and accepted in PeopleSoft
- Leverage system efficiencies and improved hiring experience
- Eliminate need for paper forms throughout the hiring process
Expected Changes

- **Applicants**
  - Frequent status updates
  - User friendly search format
  - Updated, efficient application process
  - Accept offer letters via PeopleSoft
  - All faculty and unclassified staff apply in PeopleSoft

- **Hiring managers/ search committee members**
  - Interviews scheduled in PeopleSoft
  - Outlook invitations generated for interview times

- **All employees**
  - User friendly format to view paycheck
Searching for Positions
Staff Application Process

- Online application for all employee types
- User friendly application process
- Pipeline display of application completion
Hire Approval Process

Recommendation for final candidate
Offer Letter generated and approved
Offer letter sent to candidate
Candidate accepts offer
*Candidate hired into PeopleSoft

*All hire approvals captured in PeopleSoft- paper hire form will no longer be required.
## Accepting an Offer

### We'd like to hire you for the following position:

- **Posting Title**: Professor
- **Job Opening ID**: 14286
- **Offer Date**: 08/24/2015
- **Offer Expiration Date**: 08/29/2015

### Here's what you need to do:

1. **Step 1 - Review Offer Information**
   - **Type**: Offer Letter
   - **Details**
     - Document
     - Credential Cert Form
     - Tenure Agreement

2. **Step 2 - Acknowledge Offer**
   - I acknowledge that I have reviewed and understand the job offer details for the position listed.
   - **Comments**: Looking forward to starting!

3. **Step 3 - Return Completed Documents**
   - No completed documents have been added

### Accepting the Offer

- **Accept**
- **Reject**
Welcome Joseph Byrne

The Paycheck Modeler can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status. It will start with the standard earnings, deductions and taxes that normally appear on your paycheck.

To start, you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions.

Agree to the Usage Terms and Conditions

- The Paycheck Modeler contains confidential information that is intended for Joseph Byrne only. If you are not Joseph Byrne, exit the application immediately and notify the Payroll Department.
- Usage of the Modeler is intended to provide general guidance and estimates.
- The check generated by the Modeler is not a genuine paycheck. There is no guarantee that you will receive the modeled results.
- You should not make financial or benefit related decisions based on the modeled check results.

[ ] Yes, I have reviewed and agree to the terms and conditions.
Next Steps

<table>
<thead>
<tr>
<th>Implementations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hiring Process Improvements:</strong></td>
</tr>
<tr>
<td>Oct. 5th- Advancement, Research, CCIT</td>
</tr>
<tr>
<td>Nov. 5th- Student Affairs, PSA, Finance, Facilities, Office of the President</td>
</tr>
<tr>
<td><strong>PeopleSoft 9.2/Faculty Hires:</strong></td>
</tr>
<tr>
<td>December- all divisions</td>
</tr>
</tbody>
</table>
Onboarding Program: Development and Implementation
Summer 2015
Agenda

- Provide overview of onboarding
- Preview Clemson’s program
- Discuss rollout and next steps
Onboarding: A Definition

“The strategic process designed to attract and engage new employees, reaffirm their employment decision, acclimate them into the organization’s cultural and social fabrics, and prepare them to contribute to a desired level as quickly as possible.”

-The Aberdeen Group
Why is Onboarding Important?

• Improves job satisfaction and retention
  – Employees with lower engagement are 4 times more likely to leave their jobs than those who are highly engaged.

• Shortens the new employee’s learning curve, thus increasing productivity and reducing errors
  – 23% of those surveyed said they left their positions because they did not receive clear guidelines to what their responsibilities were.

• Promotes communication between supervisors, direct reports and co-workers
  – 9% of employees leave their jobs because they “wanted more attention from the ‘manager and co-workers.”

Sources: How to Motivate, Lead and Retain the Millennial Worker, 2014; The Definitive Guide to Onboarding v6, 2014
Goals of Onboarding Program - Retain

1. Provide a consistent, measurable new-hire experience

2. Support initial productivity and engagement

3. Facilitate compliance with policies, procedures and documentation

4. Acclimate new employees to Clemson and help to integrate them with the culture
# Overview of Onboarding Program

| Pre-hire | University and department-specific orientation  
|          | Tiger Pal assignment  
|          | Reconfirm job expectations |
| First 30 Days | Communicate culture and brand  
|              | Complete pre-hire forms  
|              | Welcome and guide to resources through the Tigers at Work website. |
| Day 31 - 90 | Complete performance goal setting  
|             | Conduct “check-in” discussion  
|             | Obtain feedback from employee |
| Day 91 – 365 | Conduct “check-in” discussion  
|              | Solicit employee feedback on onboarding program  
|              | Conduct annual performance review |
Questions?