

HR HORIZONS

April 2009

2009 Service Awards Recipients

The annual faculty and employee service awards programs were held in April at the Festival Conference and Student Center Ballroom. Those listed below were honored for 5, 10, 15, 20, 25, 30, 35, or 40 years of service.



5 YEARS

Andrea Adams
Melinda Adams
Daniel Adkins
Elizabeth Arnold
Christopher Bachmann
Brenda Bare
Emily Becher
Dennis Beck
Linda Bigler*
Adrian Blackstone
Delores Blough
Kristina Blyer
Melinda Burchard
Roger Burke
Cynthia Cadieux
Christopher Campbell
Kathleen Campbell
John Campbell
Helen Carper
Joanne Carr
Robert Carson
Elizabeth Castro
Hilquias Cavalcanti
Amber Claypool
Allen Comer
Susan Conaty-Buck
Virginia Cook
Paul Copley
Dwight Dart

Jessica Davidson
Nikki Davis
Patsy Delawder
Jennifer Dellinger
Judith Dilts
Jeffrey Durden
Jody Fagan
Kathleen Ferraiolo
Suzanne Fiederlein
Connie Fulk
Kristin Gardner
Tiffany Gary
Alyssa Gerlando
Denise Gochenour
Julie Gochenour
Stephanie Goosens
Livia Griffith
Laura Haas
Michael Hall
Mary Hall
Trudy Ham
Gretchen Hansen
Carol Harllee
Christine Harriger
Weston Hatfield
Elizabeth Heavner
Jackie Henderson
Joyce Hensley
Rebecca Holmes
Sherry Hussey

Benjamin Hutchens
Claire Jacobson
Nusrat Jahan
Kevin Jefferson
Clayton Johnson
Sarah Jones
Tammy Jordan
Daniel Kane
Christopher Keagy
Alden Kent
Charles Kiser
Paul Krikau
Jane Lamb
Thomas Lavenir
Kathryn Layman
Kristi Lewis
Wilson Liu
Debra Long
Antoinette Lucas
Rich MacDonald
Jeffrey Marler
Monyette Martin
Tessy May
Kristen McCleary
Thadtisha McCoy-Ntiamoah
Denise Meadows
Rachel Meadows
Toni Mehling
Sushil Mittal
Michelle Moreau
Yolanda Morris
Misty Newman
Susan Nye
David Onestak
Raktim Pal
Amy Paugh
Scott Paulson

Hunter Petrie
Peter Pham
Stephen Poulson
Sara Price
Maria Printz
Eric Pyle
Matthew Reborn
Don Rierson
Scott Ridders
M. Heather Roberts
Heather D. Roberts
James Robinson
Joseph Rumbo
Donna Saufley
Bryan Saville
Sean Scully
Kyle Seifert
John Sewall
Maureen Shanahan
Jonathan Shifflett
Stephanie Shifflett
Theresa A. Shifflett
Theresa M. Shifflett
Jeffrey Showell
Mary Slade
David Slykhuis
Samantha Smith
Susan Smith
Michelle Smith-Bermis
Eric Sours
Kristen St John
Carolyn Strong
James Sullenger
Louise Temple
Danny Thomas
Theresa Thorne
Brian Utter

Cecilia Van Zyl-Knab
Patrick Walders
Jana Walters
Brian Walton
Colleen Watson
Grace Weniger
Mary Whittaker
Diane Wilcox
Laura Wisman
Teresa Wray
Jeanette Wright
Hyong Yeom
Tracy Zinn

10 YEARS

Elizabeth Adams
Shelley Aley
Jeremy Andrew
Joshua Bacon
Pamela Bailey
David Bernstein
Bonita Borden
Jeffrey Bourne
David Brakke
Bryan Brown
Jane Brown
Holmes Browne
Lora Campbell
Mark Campbell
Alvin Chao
Sarah Cheverton
Katherine Clarke
Kevin Conrow
Bruce Craun
Roger Crocker
Jay Custer
Janet Daniel
Susan Dendinger



Hiring a New Employee?

Cathy Thomas

HR is pleased to offer a new, comprehensive checklist to guide you through the latest steps for getting your employee started:

<http://www.jmu.edu/humanresources/hrsc/checklist.shtml>

Please contact an HR Service Center Representative at 86165 with questions/comments.

References for Newly Hired Employees Now Retained in Personnel File

Jennifer Meeks

Beginning this month, departments should send original employment reference documents to Human Resources for newly hired/rehired employees. References should be attached to the hiring PAR when it is submitted to Human Resources. References may be submitted in a sealed envelope marked “confidential.” These reference documents will now be stored in the employee’s personnel file rather than remaining with the recruitment materials.

Three job-related references are required. Additional information regarding reference checks at JMU can be found in Policy 1320, Providing and Obtaining Employment Reference Information at <http://www.jmu.edu/JMUpolicy/1320.shtml>.

Reference material that should be attached to the hiring PAR includes:

- Printed copies of reference letters provided through JobLink
- Hard copies of reference letters sent directly to departments via mail or e-mail
- Hand written notes taken during a telephone reference check

If you have questions or need additional information, please contact Human Resources at 86165 or the Office of Equal Opportunity at 86991.

Performance Evaluation Tips

Cathy Thomas

It is time to start thinking about performance evaluations. Administrative and Professional Faculty performance evaluations are completed between June 1 and August 31 and are kept in departmental files. Updated position descriptions should be sent to Workforce Management in Human Resources at MSC 7009. For more information regarding evaluations, please visit <http://www.jmu.edu/humanresources/hrsc/ap.shtml>.

Annual performance evaluations for non-probationary classified staff may be completed and submitted to HR between July 1 and September 30. Notifications of Extraordinary Contribution or Notifications of Improvement Needed can be completed anytime throughout the year. These must be submitted to HR by the first workday in September to support the employee’s overall performance rating for the current performance cycle. For more information on this process, visit <http://www.jmu.edu/humanresources/hrsc/performance.shtml>.

Questions regarding either of these processes may be directed to your HR Service Center Representative.



Service Awards continued from front page

Pete DeSmit	Leslie Purtlebaugh	Wayne Ford	Andrew Davis	John Marafino
Carl Donakowski	Machelle Rader	Kenneth Fox	Diana Dean	David Mason
James Durning	Beth Rawson	Janet Gloeckner	Kenneth Dean	Ed Parker
Melody Eaton	Steven Reich	Robert Golden	Weldie Depoy	William Rice
Robert Eliason	Jason Rexrode	Marvin Gooden	Dorothy Dickerson	Ruth Shelton
Philip Etre	Barbara Richardson	Deborah Gordon	Corinne Diop	Steve Smith
Steve Evans	Terrie Rife	Stacey Grimsley	Curtiss Dudley	William Walton
John Fadely	Dave Rinker	Dan Halling	Reginald Foucar-Szocki	Terri Wessel
Kristin Fink	Merrie Rodarmel	Judy Kelley	Eula Gammon	30 YEARS
Kyle Gillenwater	James Rule	Cynthia Klevickis	Sharon Gasser	Jeff Brown
Jeffrey Gilligan	Timothy Schulte	William Knorpp	Laura Gett	Don Chodrow
Robert Golson	Diane Seemiller	Jeffrey Kratzer	Kevin Giovanetti	Kenny Goins
Rose Gray	Tamara Senger	Rodney Lam	Scott Hammond	Donna Harper
Carol Hamilton	Sharon Sipe	Ed Lee	Linda Holman	James Hiatt
Jacqueline Hamilton	Sheila Smith	Joseph Manning	Irma Housden	Janice Hines
Dennis Hart	Karen Snively	Joseph Marchal	Susan Ingram	William Kimsey
Bruce Helsley	Nancy Sours	Jeanne Martino-McAllister	Robert Koslow	Horace Moody*
Linda Hill	Wayne Teel	Merle Mast	Sandra Long	Ronnie Rhodes
Richard Hilliard	Kent Todd	Robert Mast	Virginia Lyons	Robert Ritchie
Winfield Hunt	Gene Tucker	Lee Mayfield	Bruce Matthias	Catherine Roberson
Sue Hutchinson	Lisa Tumer	Robert McMillen	Jacqueline Michael	Daphyne Thomas
Rebecca Kahle	Teresa Tumer	Donald Mix	Carol Miller	Stanley Ulanski
Helen Kimble	Carroll Wallace	Harry Nesselrodt	Nathan Mitchell	Ginger Usry
Michael King	Sherry Willis	Beth Pease	John Noftsinger	35 YEARS
Andrew Koch	Thomas Wilson	William Roberts	Richard Orebaugh	Roddy Amenta
Thomas Kuster	Jacqueline Woolf	Susan Shifflett	William Posey	Douglas Brown
Chris Lantz	Catherine Worley	Jeffrey Smallwood	Peter Ratner	Lynn Fichter
Katherine Laycock	Esther Wright	Lee Smith	Diane Riordan	Gerald Gill
Scott Lewis	Roshna Wunderlich	Renee Staton	Michael Riordan	Virginia Gleason
Caroline Lubert	Deborah Yancey	Kimberly Thompson	Brenda Ryals	Marie Halterman
Howard Lubert	David Yang	Sherry Thompson	Violet Sherman	Mark Hawthorne
Vicki Martin	Michael Yankey	Linda Wandless	Pete Shifflett	Delaney Hopkins
Mickey Matthews	William Yates	Donald Waters	Ellen Smith	Pamela Johnson
Marsha Mays-Bernard	15 YEARS	Mohamed Zarrugh	Donna Sundre	Ellen Kaylor
Yvonne Miller	Jessica Adolino	20 YEARS	Robin Teske	Susan Lamb
Suzanne Miller-Corso	Tammy Balsler	Sandra Anderson	Alice Weatherholtz	John Little
Towana Moore	Karen Bennington	Leon Bailey	Kathleen Whetzel	Carla Newman
A.J. Morey	Mark Bentz	Charles Baril	Carolyn Windmiller	Benjamin Wheelbarger
Richard Morris	Faye Blacka	Sandra Bowman	William Wood	Patricia Williams
Patrick Morrisette	Stuart Broughton	Laurie Brinkley	Tammy Woods	25 YEARS
Bridget Moyer	Tamela Crawford	Pamela Brock	Judith Anderson	Bruce Brunton
Donna Moyer	Nancy Dauer	Norma Burkholder	Rickie Domangue	Susan Facknitz
John Njoroge	Michael Deaton	John Butt	Michael Galgano	
Michael Norton	Cheri Duncan	Jacqueline Ciccone		
Andrew Perrine	Scott Eaton	Bernidine Click		
Kevin Pitchford	Vivian Ferris			

*Retired



Driving Directions to Our Office

We are located in the University Services Building on Patterson Street, across the street from the Quad. Traveling north on Route 11/Main Street, make a left turn at the stop light located beside Buffalo Wild Wings onto Warsaw Avenue. When approaching the next light on Warsaw Avenue, travel forward and follow the road around to the University Services Building.

Your HR Teams



Administration

Michelle Chase, Yohna Chambers



Business Analysis

Debbie Glass, Amber Lam



Workforce Management

Sandra Anderson, Andrea Kiser, Steve Hedrick



Benefits

Seated: Julie Byers, Wanda Layman
Back: Kristi Moon, Paula Love, Becky Sanford, Krystal Smith, Diane Ricketson



HR Service Center

Front - Melinda Hardwick, Maureen Burt, Christina Eaton, Kristen Gregory
Back - Cathy Thomas, Jennifer Campfield, Natasha Butler, Kellie Dovel, Jennifer Meeks, Jorge Matallana

Human Resources At-A-Glance

JMU's Human Resources is dedicated to customer service, positive change and the pursuit of excellence that promotes employee success.

Administration

Michelle Chase	83825	chasepm
Yohna Chambers	83825	chambeyj
Fax	87916	

Benefits

Julie Byers	83976	byersje
Wanda Layman	83728	laymanwb
Paula Love	82808	lovepd
Kristi Moon	83970	moonkd
Diane Ricketson	85533	ricketdl
Becky Sanford	82358	sanforrj
Krystal Smith	83974	smithkf
Fax	87105	

Business Analysis

Amber Lam	82296	lamar
Debbie Glass	85534	glass2dl
Fax	87105	

HR Service Center

Maureen Burt	86591	burtmt
Natasha Butler	84473	butlernm
Jennifer Campfield	83982	campfjif
Kellie Dovel	86165	dovelkl
Christina Eaton	8.8056	eatoncl
Kristen Gregory	87305	gregorks
Melinda Hardwick	83968	hardwimm
Jorge Matallana	84115	matallji
Jennifer Meeks	86728	meeksjm
Cathy Thomas	83967	thomasce
Fax	87916	

Workforce Management

Sandra Anderson	83973	anderssk
Steve Hedrick	82997	hedricsm
Andrea Kiser	83597	kiserar
Fax	87916	

The success of an organization depends on its people. People are the heart and soul of this university. Taking care of people is the objective of HR. This newsletter was prepared with this in mind and HR,

HR Horizons Team:

Kristen Gregory, Cathy Thomas, Michelle Chase, Krystal Smith, and Andrea Kiser

like you, is committed to providing a high level of customer service.