



**Human Resources &
Inclusive Community**
UNIVERSITY OF DENVER

HRIC Town Hall: August Updates

August 14, 2025



Agenda

- Thank you Sponsors!
- New Flex Work Form
- Performance Management Changes
- PageUp Demo
- TAD Trainings
- TAD Team Updates
- Wellbeing Program Updates
- Community Events
- Q&A
- Thank you!

HRIC Town Hall Sponsors

Thank you to our sponsors!

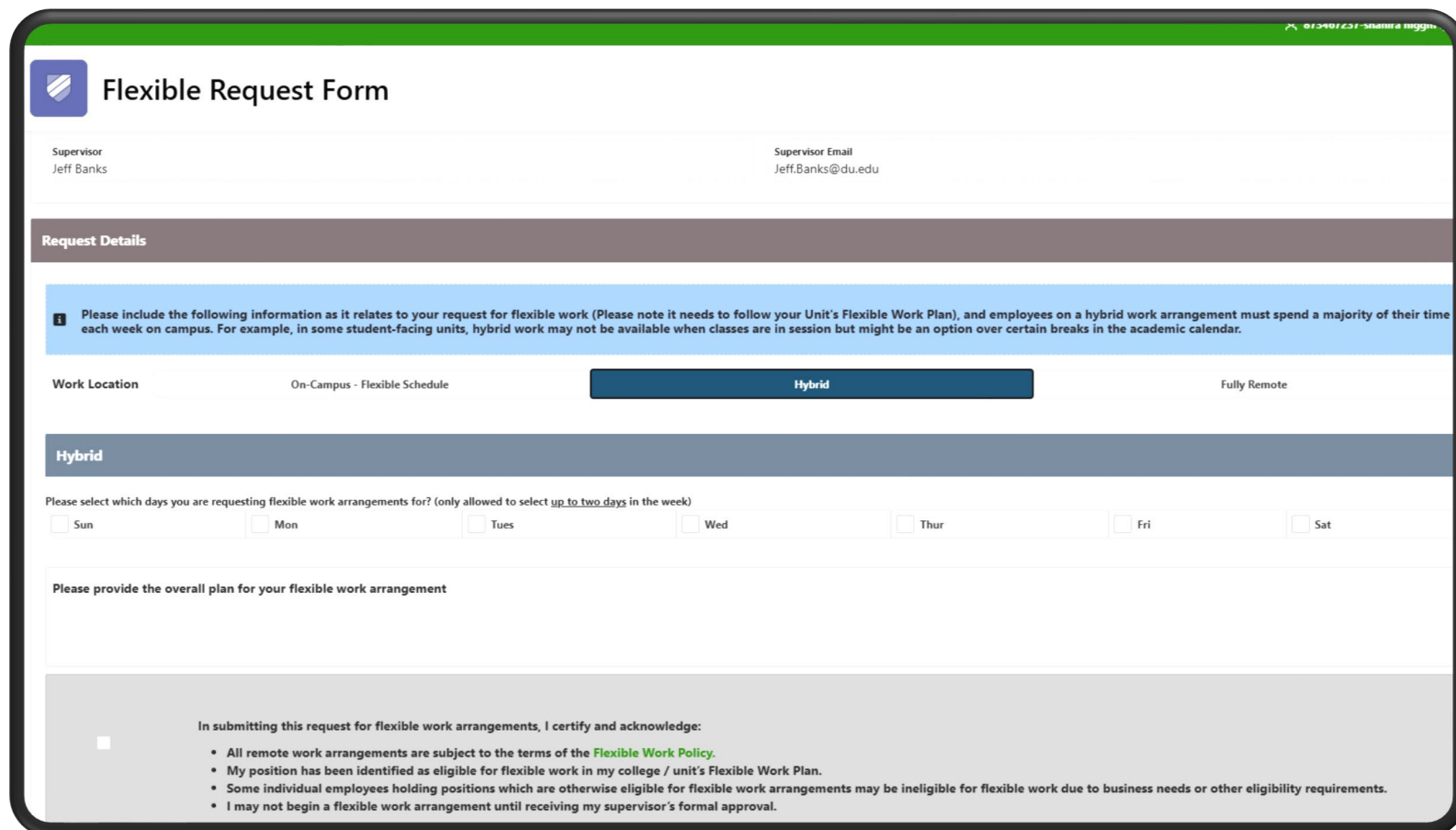


**KAISER
PERMANENTE®**

New Simplified Flex Work Form

***We are conducting an annual data refresh to obtain
the most accurate information***

Please submit and finalize your forms by 9/1/25



The screenshot shows the 'Flexible Request Form' interface. At the top, there's a green header bar with a user profile icon and the name 'Shamir Muggs'. Below the header, the form title 'Flexible Request Form' is displayed. The form is divided into sections: 'Supervisor' (Jeff Banks) and 'Supervisor Email' (Jeff.Banks@du.edu). The 'Request Details' section includes a blue box with instructions: 'Please include the following information as it relates to your request for flexible work (Please note it needs to follow your Unit's Flexible Work Plan), and employees on a hybrid work arrangement must spend a majority of their time each week on campus. For example, in some student-facing units, hybrid work may not be available when classes are in session but might be an option over certain breaks in the academic calendar.' Below this, the 'Work Location' section has three radio buttons: 'On-Campus - Flexible Schedule', 'Hybrid' (selected), and 'Fully Remote'. The 'Hybrid' section is expanded, showing a question: 'Please select which days you are requesting flexible work arrangements for? (only allowed to select up to two days in the week)'. There are seven radio buttons for the days of the week: Sun, Mon, Tues, Wed, Thur, Fri, and Sat. Below this is a text area for 'Please provide the overall plan for your flexible work arrangement'. At the bottom, there's a section for 'In submitting this request for flexible work arrangements, I certify and acknowledge:' with a list of four bullet points: 'All remote work arrangements are subject to the terms of the Flexible Work Policy.', 'My position has been identified as eligible for flexible work in my college / unit's Flexible Work Plan.', 'Some individual employees holding positions which are otherwise eligible for flexible work arrangements may be ineligible for flexible work due to business needs or other eligibility requirements.', and 'I may not begin a flexible work arrangement until receiving my supervisor's formal approval.'

01:40/231 - Shamir Muggs

Flexible Request Form

Supervisor
Jeff Banks

Supervisor Email
Jeff.Banks@du.edu

Request Details

i Please include the following information as it relates to your request for flexible work (Please note it needs to follow your Unit's Flexible Work Plan), and employees on a hybrid work arrangement must spend a majority of their time each week on campus. For example, in some student-facing units, hybrid work may not be available when classes are in session but might be an option over certain breaks in the academic calendar.

Work Location

On-Campus - Flexible Schedule

Hybrid

Fully Remote

Hybrid

Please select which days you are requesting flexible work arrangements for? (only allowed to select up to two days in the week)

☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri ☐ Sat

Please provide the overall plan for your flexible work arrangement

In submitting this request for flexible work arrangements, I certify and acknowledge:

- All remote work arrangements are subject to the terms of the [Flexible Work Policy](#).
- My position has been identified as eligible for flexible work in my college / unit's Flexible Work Plan.
- Some individual employees holding positions which are otherwise eligible for flexible work arrangements may be ineligible for flexible work due to business needs or other eligibility requirements.
- I may not begin a flexible work arrangement until receiving my supervisor's formal approval.

PageUp – Benefited Staff Performance Management

August 2025 Training Series

Craig Miller | Craig.miller@du.edu
Director of Talent Acquisition & Development





We Listened!

Your feedback—from surveys, focus groups, and listening sessions—shaped this new process.



What's changing: We're launching a **simpler, more consistent, and more meaningful** Performance Review process.



New tool: Moving from **Cornerstone to PageUp**—streamlining systems and reducing costs.



Balanced approach:

70% Core Responsibilities (*what you do*)

30% Core Competencies (*how you do it*)



What's next: Training now → First system use starts **September 1**



Staff Timeline & What You Need to Do — 25/26 Performance Cycle

July & August 2025:

- Design, Communication and Training

September 1, 2025 – March 31, 2026:

Truncated cycle this year; notifications will go out as needed

- Step 1: Supervisors identify and confirm Core Responsibilities & Review Competencies with employees
- Step 2: Supervisors and Employees Review Expectations Together
- Step 3: Ongoing performance tracking and feedback conversations throughout the cycle

April 1, 2026:

- Employee Self Reflection period begins

April 16 – May 6, 2026:

- Supervisor Evaluation, Meeting, and Final Sign-Off



The New Performance Process

July 1–31: Supervisor identifies 5–7 Core Responsibilities and reviews 3 Core Competencies.

Aug 1–Sept 30: Supervisor & employee meet to clarify expectations and review the rating scale. Discuss Professional Development (not rated)

Oct 1–Mar 31: Mid-year check-in for clarity and connection

Apr 1–15: *Optional* employee self-reflection—no scores, narrative only.

Apr 16–May 6: Supervisor completes evaluation (70% Core Responsibilities, 30% Competencies), meets with employee, and both acknowledge the review in the system.



Performance Review Structure: 70/30 Split



Core Responsibilities – 70%

- The *what* of the role—key duties and deliverables
- List **5–7 essential responsibilities** aligned with team and University goals
- Should be specific, current, and connected to DU's mission
- Use the job description and supervisor input as guides



Core Competencies – 30%

- The *how* of the role—mindsets and behaviors that support DU culture
- All staff are evaluated on **3 shared competencies**:
 - **Work Quality**
 - **Initiative**
 - **Inclusiveness**
- Consider how these show up in daily work and tasks



Core Responsibilities

What it Means:

Takes ownership of essential duties and delivers results that align with role expectations and University goals.

What It Looks Like:

- Consistently completes key tasks accurately and on time
- Understands and applies role requirements effectively
- Communicates progress and follows through on commitments

Why It Matters:

Strong performance in core responsibilities ensures operational success, builds trust, and supports DU's mission.



Rating Clarity:

- 4 – Exceeds Expectations:** Performs duties exceptionally, adding lasting value
- 3 – Meets Expectations:** Reliably meets job requirements and deadlines
- 2 – Developing:** Shows effort but needs improvement in consistency or skills
- 1 – Does Not Meet Expectations:** Often misses key tasks or standards and shows lack of effort



Work Quality

What it Means:

Produces accurate, thorough, and high-quality work that supports team goals and University standards.

What It Looks Like:

- Delivers complete, timely, and organized work
- Checks for accuracy and improves based on feedback
- Sets high personal standards and follows through

Why It Matters:

Quality work earns trust, supports mission success, and reduces rework and confusion across teams.

Rating Clarity:

- 4 – Exceeds Expectations:** Work is exemplary and elevates team results
- 3 – Meets Expectations:** Work is reliable, accurate, and consistent
- 2 – Developing:** Effort is shown, but quality or reliability needs improvement
- 1 – Does Not Meet Expectations:** Frequent errors, missed deadlines, or low standards



Inclusiveness

What it Means:

Creates a workplace rooted in community and belonging, where all individuals are welcomed, respected, and able to contribute fully. Embraces pluralism and bridge building to strengthen collaboration and trust.

What It Looks Like:

- Seeks out and values different perspectives
- Builds relationships across backgrounds and experiences
- Adjusts behavior to foster inclusion and shared purpose

Why It Matters:

Inclusiveness helps DU live its values. It builds a stronger community, deepens trust, and supports better outcomes for all.

Rating Clarity:

4 – Exceeds Expectations: Champions inclusivity and builds meaningful bridges across the community

3 – Meets Expectations: Consistently supports a welcoming, respectful environment

2 – Developing: Shows willingness but needs more intention and consistency

1 – Does Not Meet Expectations: Behaviors exclude, dismiss, or resist inclusive practices



Initiative

What it Means:

Takes proactive steps to improve work, solve problems, and make meaningful contributions.

What It Looks Like:

- Identifies and acts on opportunities without being asked
- Brings ideas and solutions to the table
- Demonstrates ownership, curiosity, and follow-through

Why It Matters:

Initiative drives innovation, adaptability, and continuous improvement—no matter your role.

Rating Clarity:

- 4 – Exceeds Expectations:** Leads improvements that drive lasting positive change and advance DU's growth.
- 3 – Meets Expectations:** Takes ownership, follows through, and supports ongoing improvements.
- 2 – Developing:** Willing to help, but tends to wait for direction
- 1 – Does Not Meet Expectations:** Avoids challenges, resists new tasks or ideas

PageUp Performance Demo:

Task Flows, Navigation & Features Overview



Talent Acquisition & Development (TAD) Trainings

Wednesday, August 27, 10-11 a.m. online only: Manager's Impact on Well-Being:

This session explores the often-overlooked role managers play in influencing their team's emotional, psychological, and physical health. Learn how your everyday actions can positively impact employee well-being.



Thursday, August 28, 1-2 p.m. online only: Getting Past Imposter Syndrome:

If you've ever felt like a fraud despite your accomplishments, you're not alone. This interactive session explores the five types of Imposter Syndrome and offers practical strategies to quiet self-doubt, build confidence, and thrive in your career.

Tuesday, September 9, 10-11 a.m. online only: Where's My Ketchup? Lessons in Servant Leadership:

Using a fun and relatable metaphor, this session explores how understanding and addressing employee expectations can boost satisfaction, engagement, and trust across your team.

Thursday, September 18, 1-2 p.m. online only: Motivating and Engaging Your Team:

This session highlights the critical role managers play in coaching and motivating employees. Learn how to tailor your approach using self-determination theory—focusing on autonomy, mastery, and purpose—to inspire each team member effectively.



Scan to see more
and join our group!

TAD Team Updates

End of Summer HRIC Updates



Andrea Groth's new role as
Manager, Employee Engagement &
Wellbeing

Survey Updates

Pulse Survey: Fill it out today!



August 13, 2025

Dear Faculty and Staff,

We're excited to announce the launch of our second pulse survey—brought to you by the Talent Acquisition & Development (TAD) team!

Starting tomorrow, August 14, the pulse survey will be open and ready to capture your insights on well-being at work. Your feedback is essential in helping us understand how you're doing and how we can best support your well-being moving forward.

To ensure we hear from as many voices as possible—especially our dedicated faculty—the survey will remain open until September 12.

Coming Soon this Fall: New Employee Engagement Survey

qualtrics^{XM}

Wellbeing Program Updates

Coors Fitness Center Membership Benefit

All benefited DU employees are eligible to purchase an individual Coors Fitness Center membership for a **one-time fee of \$50**. This membership will include full access privileges for the duration of an employee's benefited employment at the University of Denver.

Benefited employees may also opt to purchase a family membership for an additional \$30 per month. The first month fee will be prorated based on the purchase date and subsequent months will be charged via payroll deduction. The **one-time membership fee of \$50** will be charged at the time of purchase.

Welcome Day at the Coors Fitness Center – Friday, August 22, 11am-1pm

This is a drop-in event and does not require pre-registration. Come over to explore the Ritchie Center, sign up for your membership & meet our team!

Please contact Ruth Brown (ruth.brown@du.edu) with any questions regarding benefited employee memberships.

Faculty & Staff Well-Being Program

This program will kick off a new year in September and includes free well-being programs for all DU faculty & staff.

Fall Community Events



Crimson Classic 5k Race & 1.5 Walk



SCAN QR CODE TO REGISTER NOW!

Save the Date!

- Crimson Classic 5k Race & 1.5 Mile Walk
- Wednesday, October 22, 2025
- Race starts at 3:00pm on Carnegie Green
- **This is a FREE event! All DU Staff, Faculty, Students, Alumni, Retirees, and community members are invited!**
- Come table with us! Homecoming event promotion and Wellbeing programs will be there as well as our sponsors. Email well@du.edu for more information!





HRIC Events on Crimson Connect

Crimson Connect Website:

crimsonconnect.du.edu/

1. Login to Crimson Connect using DU credentials
2. Click on “Events”
3. Search “human resources” in the top left
4. Register!



Upcoming

- Group -

- Group Type -

- Category Tags -

- Event Type -

- Event Tags -

- Location Type -

From Date

To Date


Community Commons (DU)
2055 E Evans Avenue

Hosted by: UNIVERSITY OF DENVER

FREE

training/workshop business career development leadership learning new things intellectual growth pursuing careers & lives of...

Wed, Apr 16, 2025



FREE

Story Mosaic Series: Lessons Learned Early On in Employment

Wed, Apr 16, 2025

12 PM – 1:30 PM

MDT (GMT-6)


Community Commons 1001 (Gallery)

4 going
36 Spots Left

Register

Community + Values

Co-hosted with 4D Experience, Career & Professional Development, Human Resources & Inclusive Community, Student...



FREE

Hashtags, Headlines, and Hallway Chats: Communicating across Generations - Leadership Circle

Wed, Apr 16, 2025

12 PM – 1:30 PM

MDT (GMT-6)

Anderson Academic Commons - Loft Classroom room 340


18 going
7 Spots Left

Register

Talent Acquisition and Development

Co-hosted with Human Resources & Inclusive Community, Talent Acquisition and Development

Tue, Apr 22, 2025



FREE

Financial Wellbeing Workshop: Women & Investing REGISTERED

Tue, Apr 22, 2025

11:30 AM – 1 PM

MDT (GMT-6)

Burwell 340

25 Spots Left

Event Details

Human Resources & Inclusive Community

Print Ticket

Questions?





HRIC Resources:

www.du.edu/human-resources

Additional questions please contact:

PerformanceManagement@du.edu - Performance management questions

Well@du.edu - Crimson Classic & Wellbeing programs

Ruth.brown@du.edu Ritchie Center Nutrition and Wellbeing

benefits@du.edu – Benefits and leave questions

employeeonboarding@du.edu– New Hire Orientations & Employee Onboarding

hr.compensation@du.edu – Compensation & job classification

employmentservices@du.edu – I-9 processing, employment life cycle

askhrpartners@du.edu - General questions, policies or concerns

learning@du.edu – Development, LinkedIn Learning and training programs

jobs@du.edu - Talent Acquisition and recruiting

THANK YOU

