



Probationary Employee Evaluations

Supervisors, please be aware that new classified employees must be evaluated throughout their probationary period. This process ensures that employees are aware of what is expected of them and the supervisors are able to address any concerns prior to the completion of the employee's probationary period.

Probationary evaluations should be conducted throughout the probationary period in accordance with DHRM policy 1.45. CNU requires that supervisors provide a probationary evaluation in 3 month increments until the end of the employee's probationary period after 12 months of employment.

Not submitting probationary reviews in 3 month increments for probationary employees will result in HR contacting your supervisor.

Microsoft Office Software for Faculty and Staff



The campus Microsoft agreement, Home Use Program (HUP) allows employees to purchase a full copy of Microsoft Office for one personal computer (Mac or Windows) for only \$9.95. Steve Campbell, CNU's CIO, sent out an email with details on the program and how to purchase the software on March 17, 2015.

If you have any questions, please contact the IT Customer Service at 4-7663.

Supervisors' Role with the Employee Separation

In accordance with the CNU Employee Separation Clearance Policy, supervisors are responsible for collecting a resignation letter, any resources provided to the employee, and keying their separation date in the Employee Resource System (ERS). Employees should be keyed in the ERS prior to their separation date in order to ensure collection of all resources provided to the employee. For more information, please review the [Employee Separation Clearance Policy](#).

Upcoming Training Opportunities

The Inside Scoop on Supplemental Insurance

Are you financially prepared should a major accident or sickness strike you or a family member? Do you understand the value of supplemental products and how they differ from Major Medical and Hospitalization? Becky Goodwin, CNU's Aflac representative, is offering a training on supplemental insurance and how it compliments your existing benefit package. Expect to have fun in a casual yet energetic training session packed with valuable information.

****Door Prizes and Free Lunch****

Presenter: Becky Goodwin, Aflac

Date & Time: Tuesday, March 31, 2015 from 12:05 - 12:55 p.m.

Location: DSU, Washington Room (Second Floor)

Home Buying 101

All the details of buying a home, from first time homebuyers to refinancing. Down payment requirements, etc.

Presenter: Van Nolan, Wells Fargo

Date & Time: Thursday, April 16, 2015 from 12:05 - 12:55 p.m.

Location: DSU, Madison Room (Second Floor)

If you are interested in attending either training, please contact HR at 4-7145 or hr@cnu.edu.

Nationwide Anthem Breach Identity Theft Access and Sign Up

For additional protection, and at no cost, you may also enroll in the AllClear PRO service at any time during the 24 month coverage period. To enroll, please visit anthem.allclearid.com.