

# HUMAN RESOURCES

staff performance **results** **competence** inspiration **analysis** **dynamic** **trust** **innovative** **essential** **social** **consult** **vision** **engage** **job** **training** **resources** **productive** **consultant** **payroll** **international** **immigration** **health** **goals**

academic recruitment **adaptability** union research **personnel** opportunity **global** inclusive **strategic** **knowledge** **professional** **partnerships** **value** **management** **theory** **labor** **ethics** **talent** **life** **coaching** **insight** **job** **onboarding** **emerging** **achieve** **proactive** **employee-engagement** **engage** **staff**

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## Naturally Inspiring

**3295 COLLEGE ROAD, SUITE 108**  
**FAIRBANKS, ALASKA 99775-7860**  
**907-474-7700**  
**www.uaf.edu/uafhr**

TO: Deans and Directors

FROM: Brad Lobland, Human Resources Director

DATE: August 22, 2016

RE: Building Strong Teams Through Employee Engagement

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University leadership understands and acknowledges the challenges of uncertain times and the difficulties to keep employees engaged when faced with both budget cuts and reduced staffing that have resulted in increased workloads. As faculty and students return this fall let us assist you in continuing to be a world class institution despite the fiscal difficulties.

Suggestions for building strong teams through Employee Engagement during difficult times:

- Ensure that the work environment and employee relationships are genuine, respectful, supportive, helpful, positive, and caring
- Foster, promote, and reward behavior that builds trust and respect
- Frequently examine workloads for all employees; in order to preserve healthy work-life balance and prevent burn out
- Assess assigned tasks to ensure they align with employee's strengths, reassign if appropriate
- Utilize appropriate humor to lighten the work atmosphere
- Check in frequently with employees to let them know you care, and most importantly listen
- Ensure your direct reports have completed yearly employee performance evaluations and please work with your PPAs and HR consultants if you need assistance with the process

Celebrate and carve out time for others to share their training and expertise:

- Leading in the 21<sup>st</sup> Century participants will be tasked to implement what they have learned so please review their workloads and be supportive
- The Employee Engagement Committee has created a subcommittee of Staff Council and Faculty Senate members to help further guide and implement opportunities in every unit/department to develop and support an environment that promotes employee and leadership engagement

Share Staff /Teams and tell your stories:

- Collaborate with other departments to find innovative ways to share talents and resources throughout campus
- Read and comment on the Accreditation study which is now available: <https://www.alaska.edu/research/>
- Highlight in the cornerstone innovative collaboration and shared resources that are working in these times of budget shortfalls

If you have innovative ideas that you would like to share please contact the HR office:

- Human Resources Consultants can be reached at 474-7700

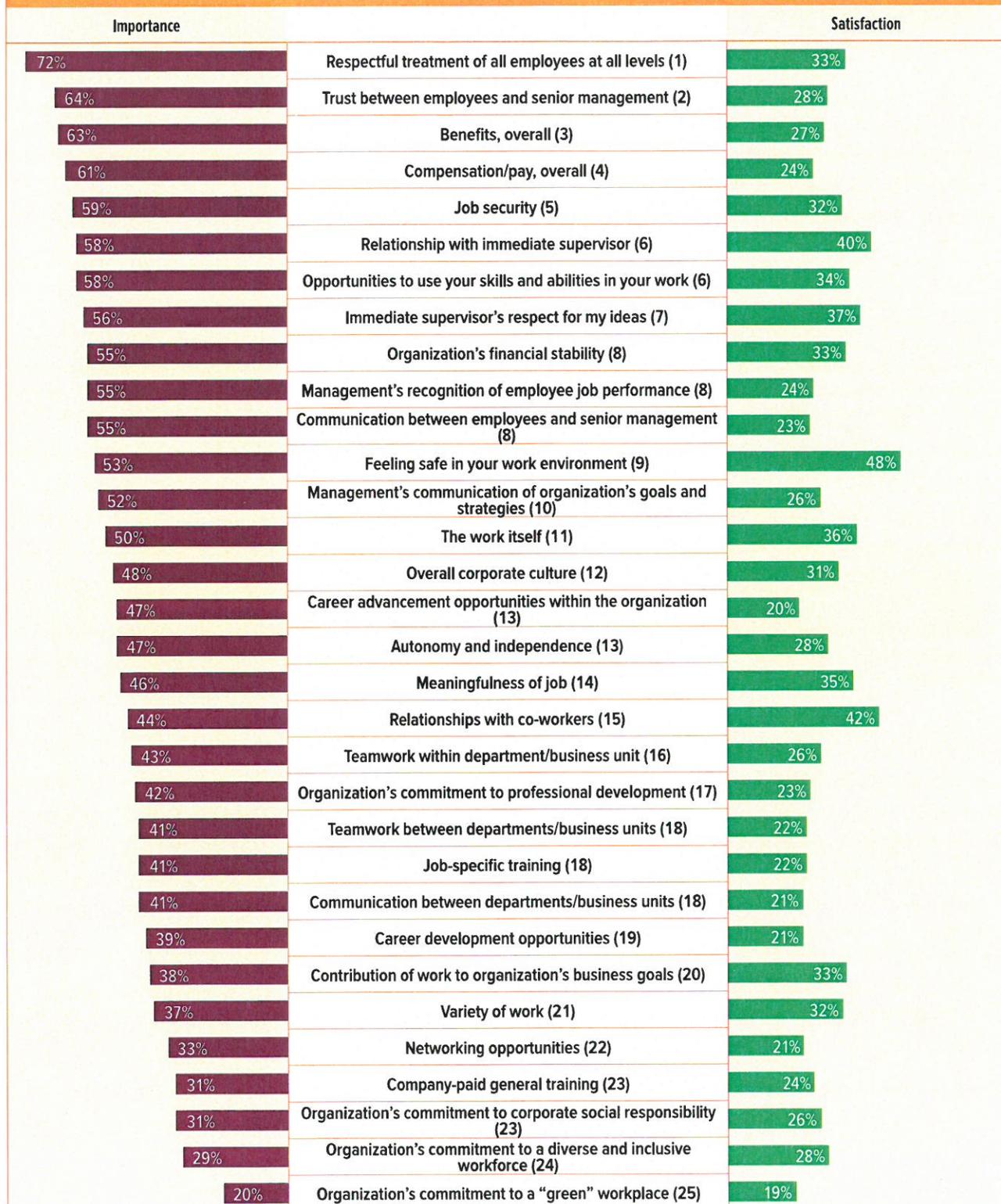
If employees are struggling, please remember the university offers:

- Employee Assistance Program use link for contact information and company ID GC5901Q to sign in <http://www.alaska.edu/benefits/employee-assistance-progr/>

Working in genuinely positive, supportive, courteous, willing and helpful ways will engage both employees and stakeholders, business partners and customers; this will have a positive impact on the speed in which work can be accomplished. Please share this memo with all supervisors in your departments.

cc: Faculty Senate  
Staff Council

**FIGURE 2: Job Satisfaction Aspects Rated as “Very Important” and “Very Satisfied” by Employees**



**Note:** n = 600. Importance percentages are based on a scale where 1 = “very unimportant” and 4 = “very important.” Satisfaction percentages are based on a scale where 1 = “very dissatisfied” and 5 = “very satisfied.” Data are sorted in descending order by the percentage of respondents who indicated “very important.”

**Source:** *Employee Job Satisfaction and Engagement* (SHRM, 2015)