



MISERICORDIA  
HEART OF MERCY

# CAMPUS CONNECTIONS

## YOUR WEEKLY EMPLOYEE NEWS UPDATE

MAY 24, 2023

### WHAT TO KNOW

#### THE PERFORMANCE REVIEW SEASON BEGINS 6/1/2023

[Click here](#) to read a statement from Fr. Jack about the upcoming Performance Review process. Here is what else you should know:

- **PERFORMANCE REVIEW TIMELINE**

- May 24: the process revised to start 6/1.
- June 1 - June 10: self-rating to take place.
- June 10 - June 24: evaluators begin.
- June 25 - July 15: delivery of evaluations.
- The deadline for acknowledging evaluations is July 20. Performance reviews will be closed on this day.

- **TRAINING**

- Please stay tuned for training toolkits for all employees on how to do your performance review and how to access it in ADP.

- **HR SUPPORT HOURS**

- Human Resources will be offering open hours for employees to drop in and receive assistance with the "Self-Review" portion of the Performance Reviews. Again, this portion of your Performance Review is to be completed between June 1, 2023, and June 10, 2023.

- June 1 6am-8am                      2pm-4pm
- June 2 6am-8am                      2pm-4pm
- June 5 6am-8am                      2pm-4pm
- June 6 6am-8am                      2pm-4pm
- June 7 6am-8am                      2pm-4pm
- June 8 6am-8am                      2pm-4pm
- June 9 6am-8am                      2pm-4pm

- Recursos humanos está ofreciendo horarios abiertos para que el personal se presente para recibir ayuda con la finalización de la parte de "autoevaluación" de su revisión de desempeño en ADP. El cronograma para que los empleados completen esto es del 1 de junio al 10 de junio. Si necesita apoyo o ayuda con la traducción para empleados que hablan español, puede programar su cita con Víctor Ramos por correo electrónico. [vramos@misericordia.com](mailto:vramos@misericordia.com).

- For inquiries regarding Performance Review support in HR during the hours listed

## TRAFFIC DISRUPTION ON RIDGE AVENUE

Starting in June, part of Ridge Ave north of Peterson will be closed. This is likely to cause traffic disruptions that will impact staff commutes. The closure is part of the construction of the new Metra stop at Peterson and is expected to last two months. Please plan your commute accordingly.

### CURRENT JOB POSTINGS

- McAuley Director (details [here](#))
- Communication Therapy Aide (details [here](#))
- PM Shift Nursing Supervisor(s): McAuley & Main Nursing (details [here](#))
- PM Shift McAuley Residential Laundry Aide (details [here](#))
- CNAs and DSPs
- Security

Follow our Employee Recruitment Pages on [Facebook](#) and [Instagram](#)! While you're there, be sure to refer someone you know to our openings! You can earn up to \$1,000 for each successful hire who works with us for a year, as a result of your efforts to refer them to us.

## WHAT TO DO

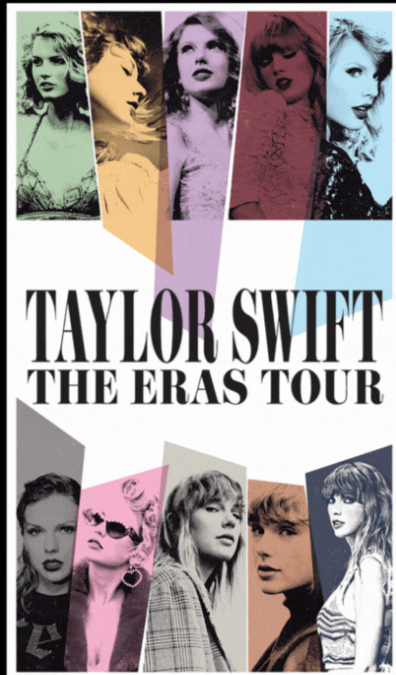
### ID USAGE AND SAFETY AWARENESS KEEPS ALL OF US SAFE



All employees are required to have their Misericordia ID with them when working and when on campus. We all bear the responsibility to ensure that safety is kept as a top priority for the Residents and for our Employees. When a Receptionist requests ID upon entry, employees are to comply with this request. Entry to a building or home may be refused without proper identification.

When entering through doors in the Main Building, Conway or other areas, all are asked to be aware of non-employees who may try to gain entry. All visitors should enter through Thome or Ridge Reception. All job seekers should enter through the front door of HR. If approached, do not bring a non-employee through the building. Direct them to the correct point of entry.

We appreciate your attention to these simple safety measures that can help to keep us all safe.



#MISERICORDIASTRONG

# TICKET RAFFLE

Soldier Field  
Sunday, June 4

WIN TICKETS TO SEE TAYLOR SWIFT AT SOLDIER FIELD

[Click here](#) to enter your name in a raffle to see Taylor Swift at Soldier Field on Sunday, June 4th.

The winner will be announced in the next Campus Connections!



WANT TO ORDER LUNCH FROM THE GREENHOUSE INN?

Call 773-273-4182

Tuesday - Friday

Orders must be in by 11:00 AM

(Does not apply to in-restaurant dining)

[Click here](#) to download the staff take-out menu.

## A MESSAGE FROM THE HEART

"When you take care of yourself, you're a better person for others. When you feel good about yourself, you treat others better." —**Solange Knowles**

Stay tuned for weekly Campus Connections updates sent via email.

To find previous Campus Connections issues and updates, [click here](#).

If you have any questions or feedback for us, email [campusconnections@misericordia.com](mailto:campusconnections@misericordia.com). Be sure to include your name, work area, and an extension we can use to contact you!

Misericordia | 6300 N Ridge Ave, Chicago, IL 60660

[Unsubscribe campusconnections@misericordia.com](mailto:unsubscribe@campusconnections@misericordia.com)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by [campusconnections@misericordia.com](mailto:campusconnections@misericordia.com) in collaboration  
with



Try email marketing for free today!